



# **SEYCHELLES BROADCASTING CORPORATION**

## **JOB DESCRIPTION**

<b>Post Title:</b>	<b>Electrical Technician</b>
<b>Reporting to:</b>	Principal Engineer Electrical and Infrastructures
<b>Salary Band:</b>	Band 3 (SR7k-8k Basic) (+ Applicable Allowances)

### **Job Purpose**

Perform and oversee duties required in operating, maintaining and repairing the electrical installations and equipment of the Corporation.

### **Key Result Areas**

#### **FUNCTIONAL**

**Install, repair and maintain the electrical installations and equipment of the Corporation.**

- Keep an overview over the Corporations' electrical projects
- Assemble, install, test, troubleshoot and maintain electrical wiring, equipment, appliances, apparatus and fixtures
- Demonstrate safe and efficient use of power tools
- Troubleshoot electrical installations and systems and rectify issues which arises
- Test electrical systems and continuity of circuits in electrical wiring, equipment and fixtures using test equipment such as insulation testers, digital multimeters to ensure compatibility and safety of systems
- Provide necessary assistance to senior members of the team as and when required
- Produce reports on all matters associated with area of functional responsibility, whenever required.

#### **ORGANISATIONAL**

**Ensure cost-effective utilisation of Resources.**

*Specifically:*

- Eliminate or Reduce Wastage, where identified
- Continually find ways to perform functions cost-effectively
- Proper Planning to reduce costs
- Ensure equipment & assets are used and maintained properly

**Assist in the development and promotion of a Safety, Health & Environmental culture within the SBC.**

Set a personal example in Health & Safety compliance through:

- Observing safe working practices as advised and instructed
- Considering Safety & Health of self and others who may be affected by work activities
- Being an advocate of greener environmental practices, notably in Energy saving and cutting down on waste
- Reporting incidents or hazards which have led or may lead to injury

A job description is a written statement of the essential characteristics of the job, with its accountabilities, principal job purpose & results areas. It incorporates a note of the skills, knowledge and experience required for a satisfactory level of performance. It is not intended to be a complete, detailed account of all aspects of the duties involved. Nor does it supplant contractual obligations.

- Building and enhancing an adequate knowledge of, and compliance with the Health and Safety principles and practices, consistent with your responsibilities.

### **Essential Qualifications/Experience/Skills**

- Adequate experience in the Electrical field
- Suitable qualification (E.g., Diploma) in a related Electrical Engineering & or related field
- Familiar with the BS7671 requirements for electrical installation
- Physically capable to safely perform work on ladders, scaffolds and roof to maintain or repair electrical wiring, equipment and fixtures.
- Ready to work odd hours and on call if there is a requirement.
- Ability to communicate well, verbally and in writing with both internal and external customers.
- Good organisational, planning and time management skills.
- Strong self-motivation and the ability to work with a degree of autonomy and to use one's own initiative.
- IT Competent, particularly in use of Email, Microsoft Word and Excel at Intermediate Level

### **Desirable Qualifications / Experience**

- Diploma in Electrical or Electronic Engineering
- Full Driving Licence

## Core Behavioural Competencies

<b>TEAMWORK</b>	<ul style="list-style-type: none"> <li>• Fosters a sense of team spirit by establishing strong interpersonal relationships, demonstrating respect for other team members and proactively offering support</li> <li>• Solicits input by genuinely valuing others' ideas and expertise; is willing to learn from others</li> <li>• Works collaboratively with others by seeking to understand and make best use of team members' diverse ideas, working styles, skills and backgrounds</li> <li>• Supports and acts in accordance with final group decisions, even when such decisions may not entirely reflect own position</li> <li>• Shares credit for team accomplishments and accepts joint responsibility for team shortcomings</li> </ul>
<b>ACCOUNTABILITY</b>	<ul style="list-style-type: none"> <li>• Takes ownership of tasks and functional responsibilities</li> <li>• Presents oneself as a credible representative of the Corporation and demonstrates a commitment to delivering on one's duties</li> <li>• Justifies decisions taken, with confidence, openness and honesty</li> <li>• Takes responsibility for seeing efforts through</li> <li>• Makes sound and fair judgment</li> <li>• Makes informed and accountable conclusions and decisions</li> <li>• Is open to feedbacks and uses errors or oversights as learning points</li> </ul>
<b>ADAPTABILITY</b>	<ul style="list-style-type: none"> <li>• Easily adjusts priorities, activities, and attitude to meet new deadlines and information and to achieve objectives</li> <li>• Anticipates and responds with energy, to new challenges, the unfamiliar and the urgent</li> <li>• Thinks of ways to make changes work, rather than resisting them</li> <li>• Makes suggestions for increasing the effectiveness of a changing environment</li> <li>• Plans ahead and has an alternative option in case things go wrong or unexpected</li> <li>• Keeps an open mind and shows willingness to learn new methods, procedures, and techniques that embrace change</li> <li>• Able to prioritise effectively and plan flexibly to be able to deal with change.</li> </ul>
<b>RELIABILITY</b>	<ul style="list-style-type: none"> <li>• Is dependable and can be relied on in different circumstances</li> <li>• Gets the job well-done every time and within deadlines</li> <li>• Shows up to work on time</li> <li>• Goes the extra mile to produce expected results even in tight deadlines</li> <li>• Persists through difficult tasks and brings out credible results</li> </ul>
<b>CONDUCT &amp; INTERPERSONAL SKILLS</b>	<ul style="list-style-type: none"> <li>• Behaves in a professional and appropriate way to set the right example in the workplace</li> <li>• Takes responsibility for own actions; accepts own mistakes and does not blame others for a job not well done or not done</li> <li>• Behaves in a manner that is accepting, respectful and inclusive of all people</li> <li>• Puts continuous effort into building and maintaining relationships</li> <li>• Accepts conflict as an opportunity to strengthen relationships</li> <li>• Responds willingly to requests for help and information, where possible</li> <li>• Is honest and open-minded</li> <li>• Has a 'can-do' and 'will-do' attitude</li> </ul>