

Junior Engineer/Section Officer (Electrical)

Title of Position:	Junior Engineer/Section Officer (Electrical)
Reports to:	Head of Department/Units
Functions:	Operation and Maintenance Services
Purpose of position:	
Supervise the maintenance and operation activities of the plant and to assist the controlling officer.	
Duties & Responsibilities	
<ul style="list-style-type: none"> ▪ Supervise and perform plant inspections and complete data collection; ▪ Assist in troubleshooting problems and perform periodic inspections; ▪ Supervise and monitor the work during installation, erection, testing and commissioning of any new equipment; ▪ Assist in the development of operation and maintenance procedures, and implementation; ▪ Participate and perform lockout/tagout to isolate machinery for inspections and maintenance; ▪ Direct and provide on-the-job training and assist in the appraisal for his subordinates; ▪ Provide emergency after-hours support (call-out) and standby duties as required; ▪ Perform the switching/isolation required to facilitate maintenance of the equipment; ▪ Communicate and coordinate with other Units/Division; ▪ Inform supervisory staff of any plant problems; ▪ Perform restoration of power during planned and unplanned outages; ▪ Issue/avail work permits for maintenance, replacement, or repair of equipment; ▪ Operation, maintenance, control and monitoring Hydro generators within their safe operating limits; ▪ Submission of operation and maintenance reports as and when activity is carried out; ▪ Preparation of budget for the fiscal year; ▪ Prepare and submit the procurement plan from TSD for purchase of services and works; ▪ Preparation of offline PR and Timely putting up PR as per procurement plan of MMD; ▪ Carry out Root Cause Analysis of equipment failure; ▪ Attend plant safety meetings, and follow all safety rules and regulations; ▪ Implement ISO standards; ▪ Perform any others duties as assigned. 	
Key Performance Indicators	
<ul style="list-style-type: none"> ▪ Compliance to occupational health and safety standards and codes. ▪ Timely maintenance of equipment. ▪ Efficiency. ▪ Machine Downtime Rate. 	
Qualification, Key Skills and Competencies	
Qualification:	Key skills and Competencies:

<p>Diploma in Electrical Engineering</p> <p>Or experience and sound understanding of DGPC and its business including current as well as future DGPC business.</p>	<ul style="list-style-type: none">▪ Knowledge of instrumentation and electrical tools.▪ Knowledge of the practical application of engineering science and technology. This includes applying principles, techniques and procedures.▪ Should have basic knowledge of machines and Power system▪ Should possess good inter-communication skills and conflict management skills.▪ Knowledge of scheduling and planning techniques, budgetary controls, functional cost accounting;▪ Should be able to read and understand electrical drawings.▪ Should possess good leadership quality.▪ Should possess sound computer knowledge.▪ Possess initiative and mature judgment with the ability to make and implement sound decisions.
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