Internal / External Generic Job Opening

<table>
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<th>JO No.</th>
<th>MINURSO-21-GJO-07</th>
<th>Date of Issuance</th>
<th>15 November 2021</th>
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<tr>
<td>Post Title:</td>
<td>Heating, Ventilation and Air Conditioning (HVAC) Technician</td>
<td>Deadline</td>
<td>22 November 2021</td>
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<tr>
<td>Section</td>
<td>Engineering</td>
<td>Level</td>
<td>GL-4</td>
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DUTIES AND RESPONSIBILITIES

The incumbent provides efficient technical assistance to senior engineering staff and other users in support of activities related to the design, development and execution of various engineering services related to HVAC services in the mission.

Under the overall supervision of the Chief Engineering officer and direct supervision of the HVAC Unit Supervisor, the duties and responsibilities of the incumbent include but are not limited to the following:

- Install, provide preventive maintenance, repair and modify HVAC equipment including refrigeration of domestic use (Split, window and floor standing type A/Cs) and commercial (central air conditioning units).
- Provide technical assistance in the installation and use of the new kitchen appliances.
- Install temperatures monitoring equipment and data logger on all the sensitive HVAC and refrigeration's equipment such as food storages, server room and Satellite shelters.
- Install, maintain, repair and modify all types of walk-in freezer/cooler units, including mobile trucks and reefer containers.
- Carry out maintenance and repairs of any diagnosed faults of all types of equipment related to HVAC Unit. Recognize faults, troubleshooting and repair of all types of commercial and domestic appliances such as refrigerators, chest/cabinet freezers, juice dispensers, gas cooking equipment, electrical cooking equipment (potato peelers, meat slicers and saws, vegetables choppers, microwave ovens), dishwashers, electric water heaters, water boilers, washing machines, dryers, diesel and electric water pumps.
- Provide technical specifications and list of spare parts required in advance of defects occurring and liaise with other engineering units, sections and military personnel for all the HVAC and kitchen appliances projects / works.
- Maintain logbooks and prepare summary reports relevant to installation, maintenance and repair and upkeep of HVAC equipment.
- Transport / Drive the transportation vehicles for the shifting of the HVAC and related equipment from one location to another within the area of operation.
- Perform other duties as and when required including emergency call-out and stand-by duties.
### QUALIFICATIONS AND EXPERIENCE

**Education:**
High School diploma or equivalent related vocational certificate is required.

**Work Experience:**
A minimum of three (03) years practical experience in installation, repair and servicing of HVAC equipment in a private, commercial, or military environment.

Knowledge in repairing of electronic control cards is an advantage

**Language:**
English is required and French is desirable.

**Other Requirements:**
- The work requires the incumbent to be physically fit to lift heavy weights (A/Cs, cooking ranges, washing and dryer machines... etc.) and spend long hours standing and sitting (squatting, kneeling and bowing) while carrying out his/her duties.
- The work requires ability to travel by air /road and spend overnights in remote sites in the desert.
- Knowledge in using computer applications; word processor and spread sheet (e.g., Microsoft word and Excel) for producing reports.
- Possession of valid driving license, Category B, is required.

### COMPETENCIES

**Professionalism:** Shows pride in work and in achievements; demonstrates professional competence and mastery of subject matter; conscientious and efficient in meeting commitments, observing deadlines and achieving results; motivated by professional rather than personal concerns; shows persistence when faced with difficult problems or challenges; remains calm in stressful situations. Commitment to implementing the goal of gender equality by ensuring the equal participation and full involvement of women and men in all aspects of work.

**Communications:** Speaks and writes clearly and effectively, Listens to others, correctly interprets messages from others and responds appropriately, Asks questions to clarify, and exhibits interest in having two-way communication, Tailors language, tone, style and format to match the audience, Demonstrates openness in sharing information and keeping people informed.

**Teamwork:** Works collaboratively with colleagues to achieve organizational goals. Solicits input by genuinely valuing others' ideas and expertise; is willing to learn from others. Places team agenda before personal agenda. Supports and acts in accordance with final group decision, even when such decisions may not entirely reflect own position. Shares credit for team accomplishments and accepts joint responsibility for team shortcomings.
Interested applicants should complete the attached United Nations Personal History form (P.11) in English.

Applications MUST be forwarded electronically at the email address: minurso-vacancies@un.org

Please note that HAND CARRIED APPLICATIONS, INCOMPLETE P.11s and CURRICULUM VITAE (CV) will NOT be accepted.

Please indicate the Job Opening number you are applying for in the cover letter.

Women applicants are encouraged to apply, and in the selection process, preference will be given to equally qualified women candidates.

Applicants who are short-listed will receive an acknowledgement within one month from deadline for submission of applications.

The necessity for ensuring the highest standards of efficiency, competence and integrity remain the paramount considerations in the employment of personnel. To ensure fairness and transparency, selection will be made on a competitive basis through a selection panel.