

DETAILS OF THE POST
SENIOR MAINTENANCE TECHNICIAN
ELECTRICAL AND ELECTRONIC SYSTEMS
ADMINISTRATIVE SERVICES

Applications are invited from interested and suitably qualified nationals of Caribbean Community (CARICOM) Member States and Associate Members of the Caribbean Community residing in Guyana, to fill the abovementioned position in the Caribbean Community Secretariat with assigned duty station in Guyana.

2. FUNCTIONS OF THE POST

The position is responsible for providing quality service while maintaining and repairing the Secretariat's Photocopiers, Air Conditioning, Water Supply, Fire Alarm Systems and all relevant installations, producing quality work while adhering to deadlines. In performing the duties and responsibilities of the job, the incumbent will be required to troubleshoot, diagnose faults and repair equipment in accordance with standardized practices and procedures governing electrical and electronic repair.

3. QUALIFICATIONS AND EXPERIENCE

Candidates must possess a Guyana Technical Education Examination (GTEE) Technician Certificate Level 1, in Electrical/Electronics, or City and Guilds Diploma in Electrical/Electronics, **plus** at least five (5) years of post qualification experience in electronic, instrument and/or office machine maintenance, working in a similar environment in a similar capacity. Experience in a facility maintenance environment as well as computer literacy is preferred.

Ideally, the incumbent should gain his/her experience from any one or more of the following entities:

- ☐ The hotel industry
- ☐ Government offices
- ☐ Industrial buildings
- ☐ The Sugar, Bauxite or Marine environment

The incumbent should also have experience and training in:

- ☐ Written and verbal communication
- ☐ Human Relation
- ☐ Emotional Intelligence
- ☐ Customer Service

In addition, candidates must have basic skills in the following fields:

- ☐ General maintenance
- ☐ Electrical installation
- ☐ Painting
- ☐ Plumbing
- ☐ Diagnostics and troubleshooting of various types of electrical and electronic equipment

4. DUTIES AND RESPONSIBILITIES

Key Result 1: Maintenance of Electrical and Electronic Systems - Implements preventative maintenance schedules for equipment.

Activities

- 1.1 **ADVISES** the Project Officer where major repairs are necessary for all brands of copiers and printers and other office machines;
- 1.2 **REPLACES** worn or damaged parts, **CLEANS, LUBRICATES, TESTS, SERVICES** and **REASSEMBLES** equipment according to the manufacturers' specifications;
- 1.3 **PERFORMS** minor repairs to electronic equipment and control circuitry for Fire Alarm, Water/Sewage Pumps, Air Conditioning, CCTV, Intrusion Alarm Systems, Gate controls and other electrical systems;
- 1.4 **REPAIRS** all internal wiring and equipment faults within the Secretariat's buildings and all official residences; and
- 1.5 **MAINTAINS** logbooks, and electronic files for all pieces of office equipment, and their monthly maintenance schedule activities.

Key Result 2: General Administrative Support

Activities

- 2.1 **PREPARES** maintenance and repair reports and logs, recording all relevant information;
- 2.2 **TRACKS** spare parts inventory and **SUGGESTS** to the Project Officer the type of spare parts that should be purchased for the Secretariat's telephone and electronic equipment;
- 2.3 **ASSISTS** with other administrative support duties on request; and
- 2.4 **ASSISTS** with other maintenance duties such as electrical and air conditioning repairs, minor carpentry, plumbing, repairs, pressure washing, painting and any other relevant duties.

Key Result 3: General Maintenance of the Solar PV Power Control System (PCS)

Activities

- 3.1 Daily **INSPECTS** the PV array for the following; breakages or cracks in the PV Panels, conditions of connections in junction boxes, the cabling integrity and the protection equipment such as lightening devices, breakers etc.;
- 3.2 **INSPECTS** the Low voltage switchgear instrumentation, protection devices and breakers, energy meters and the circuit parameters for signs of abnormal operation or generation outages and for signs of transmission lines faults;
- 3.3 **INSPECTS** the battery container daily, all battery racks, batteries, and **LOGS** all operational parameters for the various strings, voltage levels, temperature, charging rates, and **ENSURES** that all Battery Management Units (BMU) are functional, and that the Battery Management Hub is clear of all faults;
- 3.4 Daily **INSPECTS** the Solar PV Power Control System (PCS) container for all controller parameters, alarms, faults and instrumentation meters, and PCS monitor PC. **LOGS** all PCS parameters and **FILLS-OUT** inspection forms;
- 3.5 **MAINTAINS** the area around the PV array, **ASSISTS** in controlling the weeds, **CLEANS** all sumps underground, and periodically **WASHES** the solar array; and
- 3.6 **USES** all the specialize tools for the Solar PV system to conduct all maintenance checks, and **TROUBLESHOOTS** all faults and **ENSURES** that all maintenance exercises are conducted according to the manufacturer's recommendations.

In addition to the Results and Activities outlined above, the incumbent is expected to perform any other relevant duties and responsibilities in keeping with job functions.

5. EMOLUMENTS AND BENEFITS

This is a J6 post. The salary range for this position is EC\$5,263.00 to EC\$6,106.00 per month.

6. RECRUITMENT AND APPOINTMENT

Appointment will be to the permanent establishment. It will be subject to such staff rules and policies, rules, regulations, orders and instructions as exist and as may be introduced from time to time with respect to service with the Caribbean Community Secretariat.

7. LEAVE

The officer will be eligible for the grant of vacation leave at the rate of fifteen (15) working days a year and a leave grant after every twelve (12) months of service in respect of the officer, spouse and up to two (2) other approved dependents.

8. GROUP HEALTH AND LIFE AND ACCIDENT INSURANCE

Subject to acceptance by the Secretariat's insurance carrier, the officer will be required to participate in the Secretariat's group health, life and accident insurance schemes. With respect to the health insurance, the officer will contribute twenty-five per cent (25%) of the premium. The life and accident insurance scheme is non-contributory.

9. SUPERANNUATION

An officer appointed to this post will be required to participate in the Secretariat's Defined Contribution Pension Plan and contribute 7 per cent of basic salary per month, while the Secretariat will contribute 13 percent of the officer's basic salary to the pension plan.

10. APPLICATIONS

Applications in English Language with full curriculum vitae details, including the email addresses of three (3) referees **(at least two of whom must be familiar with the applicant's work)**, should be addressed to:

**Adviser
Human Resource Management
Caribbean Community Secretariat
Turkeyen, Greater Georgetown, Guyana**

and sent via email to recruitment@caricom.org - The title of the vacancy should be clearly identified in the subject line of the email.

- 11.** The deadline for the submission of applications is **Friday, 19 September 2025.**