

**CARE INTERNATIONAL IN KENYA**  
**JOB DESCRIPTION**

**EMPLOYEE NAME:**

ISOC-08 OCCUPATIONAL CLASSIFICATION:

|             |  |  |
|-------------|--|--|
| Group #:    |  |  |
| Subgroup#:  |  |  |
| Job group#: |  |  |

**JOB TITLE:** Plant Electrician

**DEPARTMENT/PROJECT:** WASH Sector

**SUPERVISOR:** Plant Foreman

**LOCATION/DUTY STATION:** Dadaab

**DATE OF EMPLOYMENT:**

**GRADE:** D Band 4

**JOB SCORE:**

*CARE has a commitment to gender, equity and diversity in our workplace and operations. CARE respects and values diversity and does not discriminate on the basis of race, sex, gender identity, sexuality, ethnicity, age, disability, religion or politics. This is reflected in our recruitment decisions which are made entirely through a transparent, merit-based selection process. All CARE staff are required to comply with the Code of Conduct and Prevention of Sexual Exploitation and Abuse (PSEA) policies. CARE is committed to protecting the rights of the communities whom we serve, and therefore reserves the right to conduct background checks and other screening procedures to ensure a safe, dignified work environment.*

**I. JOB SUMMARY & PURPOSE:**

The Plant Electrician will be responsible for maintenance of submersible pumps, booster pumps and other associated electrical equipments. He will always lead the Plant Electricians and ensure that all electrical equipments are serviced per schedule and repaired in the event of any break down.

**II. TASKS AND RESPONSIBILITIES:**

**R1: Servicing and maintenance of gensets and pumps**

- 1.1 Repair and maintenance of gensets on electrical parts and instruments panel.
- 1.2 Installation of new generators and retrieval of the old and defective ones.
- 1.3 Repair and installation of booster pumps.
- 1.4 Monitoring of all electrical installations in the generator rooms and making recommendations to the Plant Foreman of their replacements or repairs.

**R2: Borehole recovery**

- 2.1 To retrieve, repair and installation of boreholes submersible pumps.
- 2.2 Borehole test pumping.
- 2.3 Monitoring yield trends and behavior of boreholes and suggesting relevant remedial measures where necessary.

**R3: Workshop operation**

- 3.1 Maintenance of workshop cleanliness and safety.
- 3.2 Proper arrangement of the equipments and plants in the workshop.
- 3.3 Repair and maintenance of the standby control panels, change over switches and other electrical equipments in the workshop.

**R4: Reporting**

- 4.1 Keep records of all the electrical repairs done in the field and in the workshop.
- 4.2 Keep records of all electrical spares used in the workshop and in the field.
- 4.3 Prepare weekly and monthly unit reports on jobs and conditions of all the relevant system and submit to supervisor.

**R5: Power grid maintenance**

- 5.1 Prepare technical designs of the power grid for the CARE compounds in Dadaab.
- 5.2 Prepare the BoQs for all electrical power installations in CARE compounds.
- 5.3 Assist in supervision of the contractors doing upgrade or installations of the power grids in CARE compounds.
- 5.4 Advise and recommend the power requirement for electrical gadgets.

**III. AUTHORITY:**

**Spending Authority:** N/A.

**Supervision:** Borehole Attendant (Refugee Workers)

**Decision Making:** Makes limited decisions within prescribed standards.

**III. CONTACTS/KEY RELATIONSHIPS (internal & external):**

**Internal:** Plant Foreman, Plant Mechanics & Technicians, WASH technical team, borehole attendants and other CARE staff.

**V. WORKING CONDITIONS:**

The position is based in Dadaab (Ifo or Dagahaley camps) as well as any other extension camps and other program sites. This is a non-family work station. Hot weather is prevalent throughout the year with limited basic amenities. Road movement between the work station and Garissa as well as inter-camp movement must be under police escort (scheduled convoys), with strict adherence to safety and security instructions all the time. It is a six days work station with a compensatory time off according to CTO policy.

The incumbent shall reside in the CARE compound while executing official duties and shall obey and adhere to residential compound regulations.

**VI. QUALIFICATIONS:**

**Education:** Diploma in Plant Electrician or Plant Electrician Grade I.

**Experience:** A minimum of 4 years' experience in plant workshop and in relevant field work.

**Competencies:**

- Basic Computer Knowledge
- Team player
- Ability to work for long hours with minimal supervision are important assets of this job.

Employee Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Supervisor Name & Signature: \_\_\_\_\_ Date: \_\_\_\_\_