



## DEPARTMENT OF COMMUNICATION AND INFORMATION

### JOB DESCRIPTION

#### 1. IDENTIFICATION

	<b>POSN. NO:</b> 0580000087	<b>REF. NO:</b> ICDT.83
<b>DEPARTMENT:</b> Information and Communication Technology	<b>DESIGNATION/CLASSIFICATION:</b> Grade 12	
<b>OFFICE/AGENCY:</b>	<b>LOCAL DESIGNATION:</b> Technical Officer (Electrical & Aircon)	
<b>DIVISION</b> Digital Government & Information Delivery Wing	<b>IMMEDIATE SUPERVISOR:</b> Manager Digital Government and Delivery	<b>POSN. NO:</b> 0580000087
<b>BRANCH:</b> Digital Government Delivery	<b>HIGHEST SUBORDINATE</b>	
<b>SECTION:</b>	<b>LOCATION</b> Waigani	

### HISTORY OF POSITION

FILE NO.	DATE OF VARIATION	DETAILS
Org.	17.03.2021	Created during restructure of the Department.

#### 2. PURPOSE

The Technical Officer (National Data Centre) is responsible for maintenance and inspection of the National Data Centre to ensure facilities are safe and in good condition to use

#### 3. DIEMNSIONS

Financial: Division annual budget	<b>NO. OF STAFF SUPERVISED</b> <b>0</b>	<b>OTHER RESOURCES</b> Other Resources: Capital assets of the Department.
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#### **4. PRINCIPAL ACCOUNTABILITIES**

- Working closely with the Manager for Digital Government and Delivery to provide timely report on air condition and electrical status.
- Have redundancy plans for power supply when main power grid is off to allow staff to continue to work
- Monitor and do maintenance when needed

#### **5. MAJOR DUTIES**

- Perform inspection, maintenance, repairs, and installation of air conditioning systems, cooling systems, refrigerators, ice machine, refrigerated water coolers, and similar equipment
- Carry out maintenance checks on heating, ventilation, and air conditioning systems; clean evaporator drain pans, coils, and filters; lubricate fan and motor bearings; repair and change motors, electrical wiring, belts, compressors, thermostats, fans, floating elements, and defrost timers
- Place airflow controls to occupants' preference by adjusting dampers, splitter, diffusers, and fans speeds; take away, clean, and change filters and strainer;
- Carry out overhauling and servicing of refrigeration units by repairing, changing, or reworking broken parts of compressors, condensers, and vacuum pumps
- Conduct tests and assessments of new systems and repairs to ensure quality
- Assemble and install electrical panels, wire harnesses, and other electrical equipment
- Respond quickly to all service requests and efficiently troubleshoot and repair electrical systems
- Communicate estimated timelines for repairs to those impacted
- Install new equipment and wiring to expand infrastructure as needed
- Perform preventative maintenance on a regular schedule

#### **6. NATURE AND SCOPE**

The Technical Officer (Aircon and electrical) reports to the Technical Supervisor and contributes to;

- Ensuring that supervisors decisions are implemented
- Fostering close working relations with other staff to improve performance and service delivery.
- The delivery and proper implementation of the NDC Maintenance Management Program
- Providing monitoring function for NDC
- The development and implementation of standards for new construction projects and retrofit programs to decrease costs in existing facilities
- The monitoring of maintenance for compliance with Occupational Health and Safety.

- The performance of operational reviews as related to maintenance activities.
- Provide technical support for staff if need arises.
- This is a Category (A) Public Service Senior National Contract position.

## **WORKING RELATIONSHIPS**

- Consult Facilitator Supervisor (National Data Centre) on technical matters
- Completes and provides verbal, written or self-generated recommendations regarding the facilities to the Facility Supervisor
- The incumbent schedules and prioritizes own work, with scope of supervisor to respond to staff and internal requests made on a regular basis

## **WORK ENVIRONMENT**

- The Technical Officer is a member of Digital Government and Delivery team and contributes to maintaining Data Center facilities such as air-condition and electricity for the facilities.

## **7.0 CONSTRAINTS FRAMEWORK AND BOUNDARIES**

### **Rules and Procedures**

The officer is guided by the;

- Annual recurrent budget of the Department.
- ICT Legislations, ICT Policies and other relevant government priority development policies
- Public sector reforms,
- Public Service Code of Ethics and Conduct.

### **Decision**

- Nil

### **Recommendation**

- Nil

## **CHALLENGES**

- Work culture, values and ethics.
- Negative work practices and behavior.
- Lack of staff capacity and resources.
- Lack of team work and participation.

## **9.0 QUALIFICATIONS, EXPERIENCES AND SKILLS**

### **9.1 Qualifications**

- Must possess a bachelor's degree or Diploma in electrical, air conditioning or any related appropriate discipline from a recognized university or a college. Possession of Tradesman certificate is an advantage

### **9.2 Skills**

- Direct knowledge of current asset management and maintenance best practices.
- Direct knowledge of asset management, maintenance management and financial systems and their functions.
- Ability to work productively in a team setting
- Ability to develop a positive and trusting relationship
- Ability to read drawings and specifications and develop scopes of work
- Ability to operate effectively in cross-cultural environment, demonstrating respect sensitivity
- Good oral and written communication skills at various levels;
- Strong project management, administration and organizational skills
- Effective presentation skills
- Strong leadership skills

### **9.3 Experience**

- Must possess at least three to five years of experiences in electrical, air-conditions and refrigeration. Work in recognized organizations in PNG