**Terms of Reference for Jr. Technician I, Electrical**

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| **Position Title** | : Jr. Technician I (Auto) |
| **Grade** | : 14 |
| **Pay and Allowances** | : Salary and other benefits as per SRR-2018 |
| **Type of Employment** | : Regular |
| **Reporting** | : HRGM |
| **Qualification and Experience** | : Minimum completion of TTI/VTI with specialization or background in Electrical field. Preference will be given to candidates with work experience in Electrical industry. |
| **Background** | The primary responsibility is to carry out inspection for HO building and seamless execution of day-to-day activities in HO building. |
| **Knowledge, Skills and Abilities** | * Good knowledge electrical and electronic components of vehicles. * Ability to handle various tools. * Knowledge of tools and equipment required to conduct all repairs. * Ability to operate diagnostic tools. |
| **Duties, responsibilities and accountability** | * Shall report to the Manager for all electrical-related affairs. * Perform electrical inspection of HO Building. * Perform repairs or replacement of electrical components; make adjustments and tune-ups as required. * Perform periodic maintenance. * Shall ensure daily work assigned is completed and reported to supervisor. * Provide technical advice/ support to customer. * Shall be accountable for hand tools, diagnostic tools and equipment as handed by supervisor * Shall follow the Service Rules and Regulations 2018 of the company * Shall carry out any task directly related to electrical and on instruction of the HOD/Management. |