**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.
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| **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.
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