

UNITED NATIONS ASSISTANCE MISSION IN AFGHANISTAN

UNAMA

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**VACANCY ANNOUNCEMENT NUMBER # 168/05/2009**

Title:	<b>HVAC Supervisor</b>
Number of posts:	One
Type of contract:	Appointment for Limited Duration (ALD)
Category:	General Services (Local)
Duration:	First three months (probationary period – renewable)
Grade:	GSL-4
Duty station:	<b>Kabul</b>
Unit/Section:	Engineering
Issuing date:	20 May 2009
Closing date:	03 June 2009

Under the overall supervision of Chief Engineer and HVAC Supervisor, the incumbent will be responsible for the following duties:

**Duties and responsibilities:**

- Supervise the daily operation of the HVAC unit and liaise with unit chief for expert advice.
- Supervise the local staff at various work sites and assess independently installation, maintenance requirements, prepare work orders and follow up completed jobs.
- Carry out minor administrative duties i.e. weekly reports, fault reports, gate passes and repair estimate reports.
- Look after planned preventive maintenance (PPM) and repair of air-conditioning equipment/system, i.e. window and split type air-conditioning, central plants, boilers and air circulation system and their controls.
- Services, maintains and repairs domestic and commercial refrigerators.
- Trouble shooting and repair of various type printed circuit boards/Digital kits.
- Responsible for services, maintenance and repairs of refrigerated transport containers including diesel/electric power units and walk-in cold store/freezer units.
- Installs, maintains and repairs commercial kitchen equipment and Laundry equipments.
- Responsible for proper operation and maintenance of hand held and powered tools and safe usage of refrigerants.
- Identifying the sources for spare parts and maintaining the required inventory of them.

**Competencies:**

**Planning and Organizing:** Demonstrated ability to establish priorities and to plan, coordinate and monitor own work plan.

**Creativity:** Ability to actively seek to improve services, offer new and different options to solve problems/meet client needs, and promote and persuade others to consider new ideas.

**Communication:** Proven and sustained communication (verbal and written) skills via computer, email and office memorandum.

**Teamwork:** Proven interpersonal skills and the ability to listen and work in a multi-cultural, multi-ethnic environment with sensitivity and respect for diversity.

**Qualifications and experience:**

- High school graduate with four years of apprenticeship or similar vocational work experience or training in electrical systems and maintenance;
- Should have an acute awareness of the dangers of electricity and show good prowess in all aspects of safe working practices;
- Should have sound knowledge of circuits wiring arrangements, cable selection and sizing, along with experience of over current protection devices;
- Fluency in spoken and written English; as well as Dari and Pashto;

**Applicants meeting the above qualifications are requested to submit the following only:**

- A one-page Covering Letter expressing your interest/ suitability for this Post
- Curriculum Vitae (CV) & the P-11
- Copy of High School diploma

**Note:** We request that you kindly review the VA carefully to check that you are meeting the minimum requirement for the post, and then apply and You are requested not to attach any other extra documents like experience certificates etc. Only those applications will be reviewed that clearly indicate the vacancy number and the Job Title in the email subject line; if the application is being sent via email or on the envelope; if it is being sent in hard copies.

**If you are sending your applications in Hard Copies, Please address them to:**

**Personnel Section, National Staff Unit, United Nations Operations Center in Afghanistan (UNOCA), Jalalabad Road, Kabul, Afghanistan,**

**If you are sending your applications in Soft Copies, please Email your application to:**

**[unamava\\_support@un.org](mailto:unamava_support@un.org)**