



# THE UNIVERSITY OF CAMBODIA

## JOB OPPORTUNITIES

The University of Cambodia is a cutting-edge institution of higher learning. We propel our students to meet the pressing demands of globalization, at the national, regional and international levels. The University encourages students to respond to the call for interdisciplinary research, teaching, and training. Students are challenged to rethink the structure and purpose of higher education in Cambodia, using a composite of razor-sharp thinking and analytical skills acquired through the institution.

As part of our development and expansion, we are now looking for highly qualified candidates to fill the following positions:

### **Assistant of Building Maintenance and Electricity**

The Assistant for Building Maintenance and Electricity Unit is responsible for install, maintain, and repair electrical wiring, equipment, and fixtures. Include but not limited may install or service on electrical control system and water control system.

#### **A. RESPONSIBILITIES:**

The Assistant of Building Maintenance and Electricity assumes the overall responsibilities as follows:

- Perform routine maintenance such as conduct regular inspections to determine areas that need close attention and as requested by different offices and then perform the tasks;
- Inspect for burned-out light bulbs and replace them;
- Clean, change the filters, and refill gas in the air conditioning as per need and base on cleaning schedule;
- Follow the set schedule for routine maintenance procedures to perform on machinery and equipment;
- Diagnose malfunctioning systems, using test equipment and hand tools, to locate the cause of a breakdown and correct the problem;
- Feedback to the Head whether continued operate of equipment that might cause problem or change it;
- Test electrical systems and continuity of circuits in electrical wiring, equipment, and fixtures, using testing devices to ensure compatibility and safety of system;
- Provide assistance during emergency regardless of time.

#### **B. QUALIFICATIONS:**

Certificate in electrical, maintenance or other related field with 2 years working experience in the above mentioned scope of work.

##### **i. Knowledge**

Maintenance and fixing utilities

Knowledge electrical, water, and building infrastructure

##### **ii. Skills**

- Be able to manage, maintenance, and fix electricity, air conditioners, buildings, and other facility infrastructure of the university
- Team building skills
- Organizational and time management skills;
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### iii. Personal Attributes

- Honest and trustworthy
- Respectful
- Possess cultural awareness and sensitivity
- Flexible
- Demonstrate a sound work ethic
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### C. REPORT LINE

This position reports to the Head of Building Maintenance and Electricity..

Note: Only short-listed candidates will be contacted for interviews. Salary is negotiable. Please submit your CV with a cover letter explaining your specific qualifications for the position you apply for, and submit a copy of your diploma/certificate to the Human Resources Department, The University of Cambodia, at the address: Northbridge Road, Sangkat Toek Thla, Khan Sen Sok, Phnom Penh, by no later than 30 June, 2017, at 5:30pm.

Contact Information:

- Tel: 098 51 95 36
- Email: hr@uc.edu.kh