



Job Description

Position Title	Assistant Electrician Officer
Faculty Department	Properties, Facilities and Projects Department (PFPD)
Reports to	Electrical Officer/Supervisor
Position Level	Grade 1 (GSS)
Purpose of the Role	The Assistant Electrician Officer provides hands-on technical support in the installation, maintenance, and repair of electrical systems across Solomon Islands National University (SINU) campuses. The role is designed to support the Electrical Officer and Electrical Supervisor in ensuring safe, reliable, and efficient electrical services while gaining practical experience in building services and electrical infrastructure maintenance. The position operates under close supervision, focusing on task execution rather than planning, coordination, or supervisory duties.
Detailed Duties & Responsibilities	
1. Service Delivery	1.1 Electrical Support and Maintenance - Assist with inspection, maintenance, and repair of electrical systems and infrastructure. - Identify, report, and assist in rectifying electrical faults.

	• Maintain lighting systems, power outlets, distribution boards, and wiring systems. 1.2 Installation and Project Support • Assist with electrical installations for new buildings, renovations, and upgrades. • Install lighting, switches, sockets, conduits, and electrical fittings. • Ensure installation works meet safety and quality standards. 1.3 Preventive Maintenance • Participate in scheduled preventive maintenance programs. • Conduct routine inspections and report maintenance issues. • Maintain maintenance records and service logs. 1.4 Fault Response and Emergency Support • Assist in responding to electrical faults, outages, and breakdowns. • Support troubleshooting and corrective maintenance activities. 1.5 Tools and Equipment • Safely operate and maintain tools and equipment. • Report damaged or defective tools and materials.
2. Quality	• Comply with all SINU policies and procedures. • Follow electrical safety standards and workplace regulations. • Maintain high standards of workmanship and discipline. • Demonstrate reliability, punctuality, and professionalism. • Support continuous improvement within the department.
3. Teamwork	• Work collaboratively with colleagues, contractors, and stakeholders. • Provide responsive maintenance support. • Assist in departmental tasks and projects as required. • Maintain a professional and cooperative working attitude.

4. Qualification/ Experience	Essential Qualifications • Certificate in Electrical Engineering, Electrical Technology and Allied Trades from a recognised institution. • Electrical licensing or eligibility (where applicable under Solomon Islands regulations). Essential Experience • 2–3 years of experience in electrical maintenance or installation work. Knowledge and Skills • Basic understanding of electrical systems (wiring, lighting, distribution). • Ability to use basic electrical tools and testing instruments. • Ability to read and follow simple electrical drawings. • Good teamwork and communication skills.
5. Key Deliverables	• Timely completion of assigned maintenance and repair tasks. • Support in maintaining safe and functional electrical systems across campuses. • Reduction of downtime through prompt reporting of faults. • Compliance with safety procedures and work instructions. • Accurate basic maintenance and service records. • Efficient use and handling of tools and materials
6. Key Selection Criteria (KSC)	1. Experience • Demonstrated experience in the installation, maintenance, and repair of electrical systems and infrastructure under supervision.

	• Ability to apply basic electrical principles safely in routine maintenance and operational tasks. 2. Operational Support Ability • Demonstrated ability to follow instructions from senior technical staff and support daily electrical operations effectively. • Ability to assist in routine inspections, fault identification, and basic troubleshooting of electrical systems. 3. Safety Awareness and Compliance • Demonstrated understanding of workplace health and safety (WHS) requirements, particularly in electrical environments. • Ability to consistently apply safe work practices and identify potential electrical hazards. 4. Teamwork and Communication • Demonstrated ability to work cooperatively within a technical facilities team. • Ability to communicate clearly and effectively with supervisors and team members regarding work tasks and issues. 5. Reliability and Work Ethic • Ability to take responsibility for tasks and complete work with minimal supervision under guidance. • Demonstrated positive attitude toward work, learning, and continuous improvement. 6. Problem Solving and Practical Support
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	• Demonstrated ability to identify electrical faults and assist in practical troubleshooting activities. • Ability to support corrective actions under supervision to restore electrical services.
6. Compliance	• Adhere to Occupational Health and Safety standards and statutory electrical regulations. • Use Personal Protective Equipment (PPE) correctly and consistently. • Apply safe working practices, including lockout/tag-out procedures when instructed.
7. Terms and condition	This position is offered on a Fixed Term contract of Five (5) Years, Subject to performance review and renewal in accordance with university Policies. Annual Salary Range: \$30,294.95 - \$41,195.57. Annual Leave Entitlement: 20 working days. Annual Gratuity: 15% of annual basic salary (paid bi- annually). Housing: A 15% housing allowance of basic salary and/or access to university rental policy schemes.
	SECTION H - APPROVAL (Business use only) <i>This Job Description is approved on the basis that I believe it accurately reflects the requirements of the position and will assist the SINU to achieve its Strategic objectives:</i>  Deputy Director Human Resource: Date Approved: 3rd August 2026 Additional Comments: