



Job Description

Position Title	Electrical Officer
Faculty Department	Properties, Facilities and Projects Department (PFPD).
Reports to	Electrical Supervisor
Position Level	Band 1 (GSS)
Purpose of the Role	The Electrical Officer is responsible for installation, maintenance, repair, and inspection of electrical systems and infrastructure across all Solomon Islands National University (SINU) campuses. The position supports the Electrical Supervisor in ensuring safe, reliable, and efficient electrical services while complying with occupational health and safety standards, electrical regulations, and university policies. The role contributes to the smooth operation of academic, residential, and administrative facilities through effective execution of electrical maintenance and support services.
Detailed Duties & Responsibilities	
Service Delivery	1. Electrical Maintenance and Repairs - Perform installation, maintenance, servicing, and repair of electrical systems and infrastructure across all SINU campuses. - Identify and rectify electrical faults to ensure reliable and safe electrical services.

	2. Preventive Maintenance • Conduct routine inspections and scheduled preventive maintenance of electrical equipment and installations. • Maintain accurate maintenance records and reports. 3. Electrical Installations • Assist with electrical installation works for new projects, renovations, and infrastructure upgrades. • Ensure all installations comply with approved specifications, standards, and safety requirements. 4. Fault Response and Emergency Support • Respond promptly to electrical breakdowns, power interruptions, and emergency repair requirements. • Assist in diagnosing faults and restoring electrical services with minimal disruption. 5. Tools, Equipment and Materials Management • Maintain electrical tools, equipment, and materials in good working condition. • Ensure proper use, storage, and accountability of assigned resources. 6. Reporting and Administrative Support
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	• Prepare maintenance reports, inspection records, and work completion documentation. • Provide updates to the Supervisor on maintenance activities, faults, and operational issues.
Quality	• Maintain high standards of workmanship and discipline. • Demonstrate reliability, punctuality, and professionalism. • Support continuous improvement within the department.
Teamwork	• Work collaboratively with colleagues, contractors, and campus stakeholders. • Assist in departmental tasks and projects as required. • Maintain a professional and cooperative working attitude. • Provide timely and professional support to faculties, staff, students, and campus users regarding electrical service requests.
Qualification/ Experience	Essential Qualifications • Certificate, or Diploma in Electrical Engineering, Electrical Technology, or related field. • Electrical licensing (where applicable under Solomon Islands regulations). Essential Experience • At least 2–4 years of practical experience in electrical maintenance or installation work. • Experience in building services, electrical repair, or facility maintenance is an advantage. Knowledge and Skills • Basic knowledge of electrical systems, wiring, lighting, and power distribution. • Ability to use electrical tools and testing equipment.

	• Basic understanding of electrical drawings and schematics. • Awareness of occupational health and safety practices. • Good communication and teamwork skills. • Ability to follow instructions and work under supervision.
Key Deliverables	• Support continuous operation of electrical systems across campuses. • Complete assigned maintenance and repair tasks on time. • Assist in preventing electrical system failures through routine maintenance. • Respond promptly to electrical faults and emergencies. • Maintain safe working practices at all times. • Support effective execution of electrical installation works. • Assist in maintaining accurate maintenance records. • Contribute to efficient use of materials and resources. • Report unsafe conditions, incidents, and hazards immediately.
Key Selection Criteria (KSC)	1. Experience • Demonstrated practical experience in electrical work, including the ability to carry out electrical repairs, maintain building services, and undertake facility maintenance activities. 2. Technical Skills • Ability to carry out electrical maintenance, repairs, and installation tasks under supervision. 3. Maintenance and Fault Support

	• Ability to assist in preventive maintenance and respond to electrical faults effectively. 4. Safety and Compliance • Understanding of workplace safety procedures and electrical safety practices. 5. Teamwork and Communication • Ability to work cooperatively within a technical team and follow instructions.
Compliance	• Adhere to occupational health and safety requirements, electrical regulations, and University policies.
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: \$43,920.72 - \$68,447.11. 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: