

## Senior Maintenance Technician - GS-06

**Position title:** Senior Maintenance Technician

**Appointment Process Number:** CLMBO-2021-C02-GS-06

**Term Type:** Indeterminate

**Term Details:** This position is a LES (Locally Engaged Staff) position, subject to the Terms and Conditions of Employment for LES in Colombo

**Number of Vacancies:** 1

**Job Category:** Common Service

**Level:** GS-General Service

**Classification:** GS-06

**Salary:** LKR 60,254.58 per month + benefits (medical/life insurance, 13th month bonus, EPF/ETF)

**Location:** Colombo

**Working hours:** 40 hours work week (Monday to Friday)

**Close date:** March 15, 2021

### Summary of Duties

Under the general direction of the Property Manager, the Senior Maintenance Technician performs repairs in one or several functional areas of expertise for the mission such as electricity, heating, ventilation and air condition (HVAC), auto/vehicle mechanic, audio-visual, plumbing, carpentry, masonry and painting. The incumbent may also be required to supervise a team of maintenance technicians and/or supervise and inspect work performed by contractors to ensure compliance with manufacturer's specifications when required.

The incumbent plans and prepares preventive maintenance programs in the area of expertise, and assists other Maintenance Team members in the completion of various projects.

### Area of selection/Eligibility

This position is open to General Public, including locally engaged staff who are currently employed at the High Commission, who meet all of the essential requirements stated below, and whose applications are received by the closing date.

The Canadian Government is an equal opportunities employer and welcomes applications from diverse sections of the community. Candidates will be considered on merit regardless of ethnic origin, religious belief, gender, age, sexual orientation, disability or any other irrelevant factor.

### Essential Qualifications

Candidates will initially be screened against the Essential Qualifications relating to education, experience and language.

#### A. Education

##### Advance Level

Minimum equivalent of successful completion of Secondary Education-Advance Level with 4 years' full time supervisory level work experience in building maintenance (including but not limited to A/C maintenance/Electrical maintenance/ carpentry /painting) or upkeep in a reputed organization in Sri Lanka or an International organization.

## Senior Maintenance Technician - GS-06

**OR**

### **NVQ level 05**

NVQ level 05 equivalent vocational training in a recognized institute in HVAC/ Electrical/ mechanical with 2 years' full time supervisory level work experience in building maintenance (including but not limited to A/C maintenance/Electrical maintenance/ carpentry /painting) or upkeep in a reputed organization in Sri Lanka or an International organization.

### **B. Language**

Ability to speak and basic reading skills in English and Sinhala.

### **C. Experience:**

*Refer A*

### **D. Drivers license**

- Ability to drive and in possession of Sri Lanka dual purpose vehicle driving license

### **Asset Qualifications:**

Preference may be given to candidates who have the following asset qualifications:

- Experience as a technician in a Diplomatic Mission or an International Organization
- Completed Advance Level examination
- Vocational training in HVAC related subjects
- Knowledge of Tamil (spoken, and basic reading skills)
- In possession of a heavy duty driver's licence

### **Rated Requirements**

The Rated Requirements relating to knowledge, abilities and competencies will also be assessed. Methods of assessment may include, but are not limited to, a written examination, an oral interview, role-play, practical tests, presentations and/or psychometric assessment.

#### **1. Knowledge:**

K1) Of Repair and assistance or upkeep in building maintenance work

#### **2. Abilities**

- A1) Manual dexterity, good physical health and ability to lift heavy objects
- A2) Effective basic communication in reading and spoken English
- A3) Effective interactive communication in Sinhala
- A4) Ability to solve problems

#### **3. Personal Suitability**

- PS1) Adaptability /Flexibility
- PS2) Teamwork

## Senior Maintenance Technician - GS-06

- PS3) Integrity and respect
- PS4) Working effectively with others
- PS5) Initiative and action-oriented

### Operational Requirements

- Willingness and ability to work overtime/ weekends occasionally

### Conditions of Employment

- Please note that conditions of employment are mandatory requirements for continued employment with the High Commission of Canada. These may be reviewed on a periodic basis and failure to meet any of the mandatory conditions may result in a change to employment status up to and including dismissal.
- Ability to obtain and retain a Government of Canada Enhanced Reliability security screening
- Ability to work overtime (evenings/weekends) as required
- Ability to obtain and retain a valid travel document and be willing, able, and legally admissible to travel within and outside of Sri Lanka
- Legal status to live and work in Sri Lanka
- Medical requirements to perform work as required and ability lift and carry heavy objects up to 32 kilograms.
- Ability to drive and in possession of valid Sri Lanka Drivers dual purpose drivers licence

### How to apply

- Please follow the link [http://chc.amris.com/wizards\\_v2/chc/vacancyView.php?requirementId=4388&](http://chc.amris.com/wizards_v2/chc/vacancyView.php?requirementId=4388&) and complete the online application form.
- Applicants must submit a cover letter and a curriculum-vitae clearly demonstrating how they meet the education, language and experience required for the position
- Applications which do not include all of the requested documents or information will be rejected.
- Candidates who are unable to submit their application due to technical difficulties must report these to: [CSDPDHHumanResources/RessourcesHumaines@international.gc.ca](mailto:CSDPDHHumanResources/RessourcesHumaines@international.gc.ca) prior to the closing date. Failure to do so will result in the application being rejected

### Important notes

- Candidates are entitled to participate in the appointment process in the official language of their choice. They are asked to indicate their preferred official language in their application (English or French).
- Communication for this process will be sent via email. It is the responsibility of the candidate to ensure accurate contact information is provided and updated as required.
- Please note that some email systems may block emails from unknown users. Candidates should include an email address that accepts email from unknown users and regularly check their email, including junk mail.
- Candidates selected at the screening stage will be invited for further assessment. Methods of assessment may include, but are not limited to, a written examination, an oral interview, role-play, practical tests, presentations and/or psychometric assessment.
- **Majority of testing will be done on-line and candidates are expected to have un-interrupted internet facility using MS teams and be able to be seen and heard through out the on-line testing process**
- Reference checks will be sought for candidates that reach interview stage and may form part of the selection process.
- The High Commission of Canada in Colombo does not reimburse any travel costs to and from interviews/exams nor does it reimburse any relocation costs.
- If candidates need any special assistance in terms of attending exams or interviews, then please let us know during the application process.
- The results of this competition may also be used to establish an eligibility list of staff for similar openings at the High Commission of Canada in Colombo, which might arise in the 12 months following the completion of this competition.

## Senior Maintenance Technician - GS-06

- If you have any questions at any stage of the process please send an email to [CSDPDHHumanResources/RessourcesHumaines@international.gc.ca](mailto:CSDPDHHumanResources/RessourcesHumaines@international.gc.ca)
- Applicants must apply via [link](#), applications, CVs received via email, delivered by hand or sent by post or couriered to the High Commission address will ***not*** be accepted.