



A IDENTIFICATION INFORMATION

| | | |
|----|--|------------------------|
| A1 | Job title: | Graduate Trainee |
| A2 | Department/Programme: | Sugar Factory |
| A3 | Section/Project: | Electrical |
| A4 | Reports to (position): | Works Manager's Office |
| A5 | Supervises (Name of Positions): | None |

B JOB DESCRIPTION

B1 Overall purpose of the job.

To support the section on electrical activities while on training.

Key Responsibilities

- Construct, repair and maintain all overhead lines on the estate i.e.33 kv-11kv.
- Trace and clear faults on the overhead grid and system.
- Arrange necessary fabrications as may be advised by management.
- Supervise the installation of new supply poles and security lights within the estate.
- Prepare and submit relevant periodical reports about the activities in the section and the work progress.
- Co-ordinate the repair and rectification of all breakdown contingencies, and ensure the smooth functioning of the electrical systems all through the production process.
- Monitor and diagnose faults along the process flow line to ensure that electrical control parameter readings are maintained at normal levels.
- Coordinate the general overhauling of electrical equipment in the workshop during off crop and other major shutdowns.
- Keep records of routine log books of shift activities and ensure that information recorded is accurate

C Knowledge, qualifications & Experience

C1.1 Education:

Bachelor's Degree in Electrical Engineering or Its Equivalent from a recognised Institution.

Communication Skills: The position demands constant interactions with employees, management, and stakeholders throughout the business and, therefore, communication skills are an absolute necessity.

Ms Office: A candidate for this position must be proficient in the use of Ms Word, Ms Excel, and PowerPoint, all necessary for the creation of not only visually but verbally engaging materials, reports, presentations, and proposals for departmental heads and management, stakeholders.

Analytical Skills: A candidate for this position must be capable of gathering and interpreting raw information and data, documenting findings, and drawing appropriate recommendations.

Interpersonal Skills: The candidate must be a helpful, calm and professional individual and demonstrate calmness during times of uncertainty.

People Skills: individual who is able to garner the trust and respect of departmental heads and management.