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Position Title & Details	Position Title: Assistant Building Technician – Property and Procurement Department (PPD) Position Code: 0130
Position Purpose & Background	This post assists the role of a Senior Building Technician in carrying out all matters relating to services, maintenance, operation, repairs and to ensure the efficient management of the Central Bank Building. The assistant building technician is also required to liaise with customers and tenants on a regular basis on all Building related services.
Responsible to:	Manager through Assistant Building manager- PIT Department.
Governing Legislation	Legislation: (a) Central Bank of Samoa Act 2015 (and other related legislation) (b) National Building of Samoa. (c) Electric Power cooperation Act 1990 (d) Building Alignment Ordinance 1932 (e) Occupational Health and Safety Act 2002 (f) Waste Management Act 2010 (g) Planning and Urban Management Act 2004 (h) Plumber’s Act 2014 (i) Samoa Water Authority Act 2003
1. Key Accountabilities / Duties – Information and Records Management	
	1. Ensure all building services are carried out in professional and timely manner. Electrical 2. Install, repair, and replace lights whenever is required. 3. Attend to any issues related to power points and switches. 4. Monitor and assist with repairs and maintenance of elevators. 5. Monitor and assist with maintenance of generator and the main UPS (uninterrupted Power Supply) unit. Electronics 6. Attend to telephone faults, installation, and maintenance. 7. Responsible with repairing and maintenance of office electronic appliances. Plumbing 8. Ensure toilets, urinals, sinks, and bathrooms are in excellent working condition. 9. Monitor and repair water pumps. 10. Ensure water tanks are in good condition and water is adequately supplied whenever necessary.

	Other duties 11. Assist the Building team on all areas whenever required. 12. Create and maintain an updated register to record all work tools, machinery, equipment, and related significant items used by the technicians for all work office. 13. Provide regular reports of work activities and outstanding from time to time. 14. Attended to relevant training from time to time on related area when there is an opportunity. 15. Standby for call- out to any emergency in the building after hours.
16. Key Accountabilities / Duties	
	1. Weekly report of work request that were actioned and completed. 2. Monthly update of tools register. 3. Improved service delivery and customer satisfaction. 4. Reduce overall complaints to less than ten a year. (10) 5. Inspect office buildings and facilities for needed services and repairs. 6. Assist Building Technician in processing of materials and ensure supplies and other ordered materials are properly stocked, stored, and well looked after. 7. Assist the Senior Building Technician in managing the unit.
17. Key Accountabilities / Duties – Administration and Customer Service	
	1. Communicate clearly both orally and writing in Samoan and English when communicating with customers and Administrators. 2. Sustain good working relations with contractors and sub-contractors.
Key Deliverables	Performance targets will be determined in the annual performance plan.
POSITION SPECIFIC COMPETENCIES	
1. Skills and Abilities	
Problem solving	• Seek all relevant information for solving technical problems. • Analyze issues from different perspective and draw sound recommendation from the information available.
Achieve Outcomes	• Plan, organize and manage time wisely to meet work targets. • Abilities to work to deadlines. • Comply with standing policies and procedures.
Organizational awareness	• Build/create links with other teams and business areas. • Willingness to follow safety guidelines at all times.
Communication and Public relations	• Excellent communication and interpersonal skills. • Write in a clear, fluent, and concise manner. • Communicate orally in a manner which is clear, fluent, and precise. • Exemplifies strong cooperation and teamwork through information sharing and knowledge sharing. • Provide prompt customer service and respond flexibly to staff needs.
Computer literacy / System literacy	• Excellent skills using MS Word, Excel, Access, and Internet. • Proficient is using Microsoft office programs to collect data and record statistics, produce reports.

2. Personal Attributes	
Integrity and Independence	• Display high level of honesty, professionalism, and confidentiality. • Maintain integrity and high ethical standards in the conduct of work. • Serve the Bank irrespective of personal preferences. • Dependable and trustworthy • Committed and honest.
Intellect and Judgment	• Excellent problem solving, judgment and decision making. • Decisions are logical, fair, and comprehensive.
Commitment and Personal Drive	• Enthusiastic, positive, and committed. • Set high standards of performance for self and others.
Flexibility	• Is adaptive and receptive / open to new ideas, flexible and easy to adjust to any work demands.
Building networks and teamwork	• Establish and maintain relationship with people at all levels. • Promote harmony, and agreement in dealing with conflicts. • Be able to cooperate well with others and be considerate and respectful for others' feelings and ideas.
Initiative	• Is proactive, takes an opportunity and act upon it. • Originate action and actively influence events.
3. Experience and Past Work Performance	
	• Minimum of 3 years' experience in telephone installation, plumbing or other related area. • Good understanding of telephones /plumbing/ electrical and carpentry work. • Sound knowledge and experience of carpentry or other related trades. • Sound knowledge of the Central Bank assets management function.
4. Academic Qualification and Training	
	• A Certificate II in a related trade from a recognized Institution or is currently undertaking Certificate IV in Apprenticeship • A Diploma in Radio & Electronics or any other related trades. • <i>In the event applicants do not hold a Diploma, a Certificate in the above fields is acceptable with a minimum of 4 years work experience in areas identified in (3).</i>
Remuneration & Term	Position Status: Permanent position Position Salary: Grade 4 (\$25,908 / \$29,596) per annum before tax. This amount is inclusive of 10% employer contribution to National Provident Fund and 1% contribution to Accident Compensation Fund.