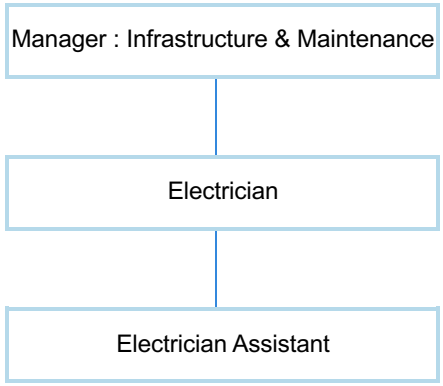
JOB PROFILE	University of Fort Hare *Together in Excellence*	

SECTION A: JOB DETAILS

JOB TITLE	Electrician
POST CODE	**PS19 and PS20**
COMPILATION DATE	05 February 2025
LAST REVIEW DATE	
JOB STATUS (NEW/EXISTING)	
PEROMNES GRADE	
DATE OF JOB EVALUATION	
DIVISION	**Infrastructure and Technology**
ACADEMIC FACULTY/SUPPORT DEPARTMENT	**Properties and Technology**
CAMPUS	**All campuses**
NAME OF JOB HOLDER	

SECTION B: ORGANOGRAM



SECTION C: PURPOSE

Performs skilled work in the installation, maintenance & repair of electrical equipment.

SECTION D: KEY RESULT AREAS

KEY RESULT AREAS (Areas of outcomes or outputs for which the role is responsible)	% weight	RESPONSIBILITIES / ACCOUNTABILITIES (What is done)	ACTIVITIES/TASKS (How it is done)	KEY PERFORMANCE INIDICATORS/RESULTS (A quantifiable measure used to evaluate the success of an employee in meeting performance objectives) (Timeframe, quality, quantity, productivity, financial, cost effectiveness)
Electrical Systems Maintenance - Execution		Stays abreast of SHE policies & Standard Operating Procedures (SOP's)		
		Liaises with internal stakeholders on requirements & specs		
		Plans for repairs or new projects	Interpreting diagrams & schematics	
			Determining whether a repair, replacement or upgrade is required	
			Identifying materials & tool requirements	
		Performs inspections of electrical systems & sub systems		
		Performs preventative maintenance on electrical systems, machinery & equipment	Carrying out regular inspections	
			Identifying possible electrical faults	
			Rectifying electrical faults in a timeous manner	
			Documenting preventative solutions	
		Executes breakdown repairs	Identifying electrical faults	
			Taking necessary steps to maintain safety	
			Testing electrical circuits with appropriate equipment	
			Affecting repairs in a safe & timeous manner	
			Signing off upon completion of repair	
		Upgrades electrical systems for improved energy efficiency	Identifying areas for upgrades	
			Submitting planned upgrades for approval	

			Installing approved upgrades	
		Maintains back-up power systems	Inspecting back-up power systems on a regular basis	
			Confirming sufficient fuel sources	
			Testing of back-up systems as per schedule	
			Testing switches over to & from back-up systems	
		Provides access to electrical rooms/ sub stations		
		Performs basic housekeeping task in area of work	Sweeping & cleaning floors & workspace	
			Checking & cleaning machinery	
			Removing waste materials from work area	
			Checking & cleaning of tools	
		Supervises & instructs assistant	Providing guidance on tasks	
			Monitoring quality of work	
		Maintains adherence to SHE policies at all times		
		Maintains high levels of quality during repair/ upgrade processes		
		Electrical wiring installation	Wiring of buildings according to SANS 10142	
		Maintains an organised & clean workspace		
		Installation of equipment	Correct and safe installation of single and three phase motors and other equipment	
		Monitors energy consumption of electrical systems		
		Completes any required paperwork	Submitting paperwork to relevant stakeholders	
		Provides feedback to originators		
		Reports any issues/problems to leadership		

SECTION E: MINIMUM REQUIREMENTS

QUALIFICATION	Accredited N6 Trade certificate or Electrician Diploma Wireman's License required for issuing of certificates of electrical compliance (COCs)
MINIMUM TOTAL YEARS EXPERIENCE	3
EXPERIENCE (TYPE & YEARS)	Experience with maintenance & preventative maintenance Experience with HT switching Proven ability to interpret drawings & schematics

	Basic Computer Literacy Supervisory experience Excellent experience with issuing of Certificates of Compliance
KNOWLEDGE	Knowledge of the relevant SANS Regulations Knowledge of High Voltage regulations Understanding of Occupational Health & Safety regulations
PROFESSIONAL REGISTRATIONS OR LICENSE REQUIREMENTS	Driver's license Registered with The Electrical Conformance Board (ECB) Wireman's License for Department of Labour
OTHER	Pass Standard Medical Exam

SECTION F: SCOPE OF RESPONSIBILITY

AMOUNT AND KIND OF SUPERVISION RECEIVED **What is the job classification and working title of the supervisor? How, and to what extent is the employee's work checked?)** ***Do note that there is a difference between initial or special training and ongoing supervision.***	
AMOUNT AND KIND OF SUPERVISION EXERCISED **List the job classification and working titles of those directly trained and/or supervised by this person.** ***Explain how, and to what extent, the work of others is checked by the employee.***	
DECISIONS WHICH CAN BE MADE **Level of autonomy and decision-making authority the employee has within their role**	
DECISIONS WHICH MUST BE REFERRED **What are the specific types of decisions or situations where the employee is not authorized to**	

act independently and must seek guidance or approval from their manager before proceeding.	

SECTION G: CONTACTS

INTERNAL TO UFH **Indicate the INTERNAL contacts**	Students Staff Visitors
EXTERNAL TO UFH **Indicate the EXTERNAL contacts**	Service Providers Contractors

SECTION H: COMPETENCIES FOR THIS LEVEL (AS PER UFH COMPETENCY FRAMEWORK)

COMPETENCIES (AS PER UFH COMPETENCY FRAMEWORK)	**COMPETENCY**	**PERFORMANCE INDICATOR**
	Foundational Competencies	
	COMMUNICATION (VERBAL & WRITTEN) Ability to effectively communicate; both verbally and in writing, with individuals and groups. Ensure there is an effective flow of information in terms of awareness and understanding	Expresses ideas effectively in individual and group situations.
		Maintains continuous open and consistent communication with others
		listens actively and objectively without interrupting
		Expresses factual messages are clearly understood
		Picks up on non-verbal cues
		Writes reports that have a clear structure
		Written communications & emails are structured & grammatically correct
		Summaries are logically derived from the body of the report & includes a conclusion
		Adheres to organisational standards when sending communication
		The purpose of communication is clear
		Displays a high level of competence in presenting information
		Clearly presents proposals, work & ideas
	INTERPERSONAL CONFLICT HANDLING Able to anticipate, diffuse and resolve disagreements, confrontations, tensions, and complaints in a practical and constructive manner in order to achieve results, solve service delivery	Establishes facts first, before drawing conclusions
		Facilitates the discussion & resolution of different views
		Does not shout or use inappropriate language
		Remains in control of emotions
		Displays respect even in difficult situations
		Addresses the problem and does not demean the person
		Chooses right time and place for discussion
		Operates within the values & frameworks set by the institution

	TEAM-WORK & COLLABORATIVE WORKING Ability to work co-operatively within a group and across UFH to achieve UFH goals in a respectful manner. The intention to work cooperatively with others, to be part of a team, to work together, as opposed to working separately or competitively.	Respects diversity
		Respects others' opinions
		Understands & sets priorities to meet plans, priorities & team objectives
		Assists with outputs in times of pressure
		Is reliable
		Helps others in the achievement of a common goal
		Proposes systems & changes to procedure to facilitate achievement of objectives
	WORK MANAGEMENT Establishes a course of action for self and/or others to accomplish a specific goal. Effectively plan, schedule, prioritize and control activities; identify, integrate, and orchestrate resources (people, material, information, budget, and/or time) to accomplish goals.	Knows own limitations
		Respects diversity
		Effectively plans, prioritises & organises work
		Is primarily engaged in work output/productive work during working hours
		Finds ways to overcome challenges
		Anticipates obstacles, risks, links & dependencies for plans & mitigation actions
		Can manage own work without constant supervision
		Maintains high productivity
		Asks for assistance if goals are unclear
		Adheres to policy & procedures
		Is willing to accept guidance from others
		Often walks the extra mile for the team or clients
		Takes corrective action if plans are impacted by unforeseen circumstances
		Is proactive
		Asks for assistance/guidance
		Monitors compliance to policy & procedure and standards
	Functional Competencies	
	INFRASTRUCTURE LIVING & LEARNING GOAL ACHIEVEMENT The ability to build & maintain a built environment conducive to living & learning for both staff & students in achievement of institutional infrastructure goals	Outdoor sports & recreational areas/fleet are well maintained
		Health & Safety Awareness programs are in place
		Technical engineering competencies are in place for the maintenance of infrastructure
		Maintenance (both planned & incidental) is measured & costs are tracked
		Maintenance (both planned & incidental) is timeously executed
		Internal & external lighting & hygiene issues are well-maintained & monitored
		Consumable stock for is controlled, managed & reported on

		Controlled access to institutional buildings & campuses is monitored
		Health, Safety & Environmental standards are monitored & implemented in business processes
		Health, Safety & Environmental concerns are considered priority
		Health & Safety signage is in place
VALUES	ACCOUNTABILITY	Seizes on-the-job development and training opportunities to stretch him/herself technically & professionally
		Creates and updates a development plan containing clear development objectives and a range of development approaches
		Personally, feeds back on functional performance to the team and involves others in determining how to address issues
		Stays focused on the task in hand; delivers to the required standards & timescales in line with agreed commitments and obligations
		Complies with the University's regulations and rules
		Delegates responsibility, but takes accountability for resulting & compliance
		Monitors and measures progress in attaining results within established objectives
	EQUITY	Eliminates bias in dealing with colleagues/students & staff
		Equity & fair treatment is applied to all
		Empowers individuals to achieve their potential, based on their unique skills, competencies & abilities
		Provides guidance, advice & assistance to access opportunities/ programmes
	EXCELLENCE	Is accountable for actions taken and ensures that they are in full compliance with the University's regulations and rules
		Takes responsibility for own career progression & growth
		Is engaged and committed to team goals
		Builds the confidence of others to succeed either in their own capacity, or in the future success of their team, unit, department
		Shares knowledge with others
		Is committed to the achievement of the institution's goals
	INCLUSIVITY	Recognises & values the diverse contributions of others
		Strives to recognise & eliminate prejudice
		Collaborates freely & constructively with coworkers from diverse cultures & backgrounds

		Stays abreast with policy frameworks relating to diversity
	INTEGRITY	Abides by rules & regulations
		Consistently delivers work of high standard
		Takes responsibility for mistakes
		Fulfils commitments & obligations and are dependable & trustworthy
		Stands firm on values & integrity, even in the face of opposition or adversity
	PROFESSIONALISM	Is adaptable to change
		Communicates issues timeously & constructively
		Does not reflect negatively on the institution's reputation
		Projects a professional personal image
		Communicates plans & objectives timeously & effectively
		Does not reflect negatively on the institution's reputation
	RESPECT	Values and respects others
		Treats all colleagues with respect, regardless of seniority
		Considers the situation of others & displays empathy
	SERVICE CULTURE	Clarifies and understands client requirements
		Consistently complies with set goals, values & behaviours set for service excellence
		Complies with priorities set by managers & delivers work that meets/exceeds set standards
		Delivers on promises & commitments, i.e. "walks the talk"
		Assists team & others in delivering service to internal & external stakeholders
		Provides honest, transparent & open communication
		Assumes responsibility for staying abreast with service requirements
		Is proactive & enabling in the achievement of team goals
	SOCIAL JUSTICE	Assumes responsibility of applying the principles of social justice in the interaction with others
		Does not discriminate against or demean others
		Assumes responsibility of applying the principles of social justice in the interaction with others
		Behaves professionally & courteously
		Participates in opportunities to constructively voice concerns, provide input & to advocate for change
		Follows correct procedures for voicing injustice issues
		Acts consistently to bring about institutional change

	STUDENT CENTEREDNESS	Listens, understands & assesses student needs
		Communicates & provides timeous feedback to students regarding queries/issues
		Meets student needs with the appropriate solution
		Obtains feedback from students on service provision/issue resolution
		Resolves student issues & escalates problems if unsure of solutions
		Actively seeks to streamline & improve student service
		Disseminates correct & timeous information

SECTION I: JOB DESCRIPTION/JOB PROFILE

I, the post holder of this Job Profile, declare that I have read and understood the contents of this Job Profile. Furthermore, I agree to carry out any reasonable unspecified tasks related to this position and to carry out my duties with due diligence and care, paying attention to health, safety, quality, and regulatory requirements relevant to my position.

AGREED BY			
	PRINT NAME	**SIGNATURE**	**DATE**
POSITION HOLDER			
DIRECT LINE MANAGER / SUPERVISOR			
OD MANAGER			