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| **JOB TITLE** | **Handy Man/Plant room** | | |
| **DEPARTMENT** | **TWG** | **GRADE** | **S2(L)** |
| **POST** | **Islamabad** | **NO. OF POSITIONS** | **1** |
| **START DATE** | **ASAP** | **LENGTH OF CONTRACT** | **Permanent** |
| **SLOT CODE** | **4664567** |

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| **MAIN PURPOSE OF JOB** | | |
| Plant room operations | | |
| **ROLES AND RESPONSIBILITIES** *(What will the jobholder be expected to achieve?)* | | **Approximate % of time** |
| 1. He will carry out housekeeping duties as directed by Plant Room Supervisor or on watch Boiler Engineer. This will include but not limited to cleaning, painting and general tidying. | | 60% |
| 2. He will assist the on watch Boiler Engineer with taking of different water samples, carrying out chemical dosing and maintain water tank levels as directed. Full training will be given. | | 10% |
| 3. He will have hands on experience carrying out maintenance and repairs in plumbing, pipe fitting, filter changes and pre fixing / alignment of slipped belts. | | 15% |
| 4. He will be competent in carrying out welding work to a high standard. | | 10% |
| 5. He will be able to and responsible for taking instrument reading and recording in correct logbook/register. | | 5% |
| **WHAT WE DO:** | | |
| We are the Technical Works Group, providing facilities management covering all domestic and commercial services to the British High Commission. | | |
| **WHAT WE WANT FROM YOU** | | |
| The Plant Room Handy Man is expected to carry out all his duties and responsibilities in a timely and safe manner and may be asked to work after hours and weekends if the need arises. | | |
| **KEY COMPETENCES REQUIRED FOR THE JOB** *(Maximum of 6 competences)* | | |
| Competence 1: Changing & Improving | **Competence 3:** Delivering at Pace | |
| **Competence 2:** Delivering Value for Money | **Competence 4:** Collaborating & Partnering | |
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| **LANGUAGE / COMMUNICATIONS** | | | | | |
| **ENGLISH** | | | **OTHER LANGUAGES** | | |
| **English** | **Spoken** | Basic |  | **Spoken** | Basic |
| **Written** | Basic | **Written** | Basic |
| **Other**  **Language Requirements** | |  | | | |
| **OTHER SKILLS, EXPERIENCE & QUALIFICATIONS** | | | | | |
| **Essential on Arrival** | | At least three years experience in Plumbing/Fitter’s and welding work. | | | |

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| **VISA, PASSPORT AND SECURITY CLEARANCE RESTRICTIONS** *(As necessary to perform the role)* | | |
| **Visa/Passport Requirement** | **Holds a local working visa.** | |
| **Specify other Visa / Passport requirements** |  |
| **Security Clearance** | **Official** | |

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| **WORKING PATTERNS** | | | |
| **Employment Type** | **Full-time Employment** | **If Part-time: FTE or Required Hours per Week** |  |
| **Other details of working patterns, and/or options for flexibility (if applicable)** | N/A | | |

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| **SALARY PACKAGE** |
| For British High Commission (BHC) candidates, the Local Staff BHC Terms & Conditions will apply.  For other than BHC candidates, salary will be ­­­­­­PKR 30,137 per month  The BHC is recognised as a good employer, with a robust, fair and transparent performance management & appraisal system linked to increments and staff bonuses. We have a 5-day working week, plus annual leave, public holidays, maternity leave provision, special leave, paid sick leave provision; ample development opportunities, travel opportunities, a good organisational culture, and excellent work/life balance.  Around half of our work force is women. We treat people with respect and equality and have a policy of zero tolerance for any form of discrimination, bullying, or harassment.  This is a good opportunity to be part of a strong, diverse team, working in the biggest network that FCO has anywhere across the globe.  We are aiming to make it the best. |
| **TO APPLY** |
| Please note applications without **(a)**, **(b) and (c)** will not be considered.   1. Completed the Job Application Form 2. Attach Statement of Suitability (no more than 1 page of A4) setting out why you are the suitable person for this role. Your statement should include clear examples of how you meet the key competences. 3. Attach a detailed CV   We will accept only online applications. Please quote **"Handy Man"** in the subject line and send to [SAADHub.RecruitIslamabadA2@fco.gov.uk](mailto:SAADHub.RecruitIslamabadA2@fco.gov.uk) by **­­“10th September 2015”** midnight.   * Applicants who do not have the required qualification & experience should kindly abstain from applying, as their applications will not be considered. * Only shortlisted candidates will be contacted and no telephone enquires will be dealt with. * The appointment will be subject to Police Verification and other checks including references, educational and professional.   We welcome all applications irrespective of age, race, colour, gender, disability, sexual orientation, religion, belief or creed. We are also open to applications from people who want to work flexibly. |
| **PLEASE NOTE: JOB OFFERS FROM THE UK GOVERNMENT** |
| The UK Government, including UK Trade and Investment, does not send unsolicited emails with job offers - either direct or through agents. Government vacancies are advertised on official websites in the UK:[www.careers-civilservice.gov.uk](http://www.careers-civilservice.gov.uk) or in Pakistan on the British High Commission’s website.  All British High Commission vacancies are filled through a competitive process managed by our Human Resources Section. You will never be approached directly by the High Commissioner with an offer of a job.  Some job scams falsely use the names and job titles of genuine High Commission staff. A genuine email from an official member of staff will always be sent from our official email address - @fco.gov.uk. It will never be sent from a hotmail or yahoo type email account. |