# Handyman – Administration and Finance Department / General Services

PURPOSE AND SCOPE OF THE POSITION

The incumbent will carry out various maintenance tasks and service projects relating to the care and upkeep of the OHR Brcko office building and its grounds. He/she should posses qualifications in the following areas: electricity, plumbing and a working knowledge of central heating systems and will be responsible for upkeep and repair of these.

DUTIES AND RESPONSIBILITIES

1. Monitoring and maintaining central heating system and Air conditioning system

2. Monitoring and maintaining electrical network

3. Monitoring and maintaining water supply system and general plumbing

4. Carry out painting and carpentry projects as required

5. Carry out landscaping projects as required

PROFESSIONAL REQUIREMENTS/QUALIFICATIONS

1. Vocational degree as an Electrician is a mandatory requirement

2. Working knowledge of central heating-cooling systems highly desired

1. Demonstrated carpentry skills

2. Minimum of five years work experience as an electrician is a mandatory requirement

3. Minimum of two years work experience as a Heating Technician is a mandatory requirement

1. Minimum of two years of work experience in a maintenance position desired

1. Willingness to work long hours

2. Ability to communicate in English is desired

Any personnel with the above qualifications should provide (in English) a CV with a one-page cover letter and references to the following:

Administration Manager

OHR Brcko

Obiliceva bb, 54000 Brcko

Fax: +387 49 205 560 E-mail: application@ohr.int

Please quote Reference No. 2002/052

Closing date for applications: March 12, 2002

Only short-listed candidates will be contacted

No telephone inquiries please