



British
High Commission
Accra

INTERNSHIP – TECHNICAL WORKS GROUP

AC TECHNICIAN APPRENTICE

Start Date:	01 October 2024
Length of Contract:	1 year
Main Purpose of Job:	Support the AC Technician team of the Technical Works Group
Roles and Responsibilities:	<p>Installation, relocation, and maintenance of building HVAC equipment and systems.</p> <p>Assisting in the diagnoses of malfunctions of HVAC equipment and systems and/or components to identify repair and replacement needs.</p> <p>Installation, maintenance, and repair of refrigeration units.</p> <p>Installation and maintenance of fan coil units and air handling units including filter changes, periodic lubrication, bearing change out and drive belt replacement.</p> <p>Installation and maintenance of exhaust fans and associated controls, hot water, chilled water and domestic water circulating pump; rebuilds pumps as required.</p> <p>Maintenance and repair of direct expansion roof top package air conditioning with hot water, electric or gas heating, chillers and associated control devices.</p> <p>Maintains equipment rooms, shops, vehicles and tools.</p> <p>Any other related duties as may be assigned.</p>
Behaviours:	<p>Making Effective Decisions</p> <p>Working Together</p> <p>Delivering at Pace</p> <p>Managing Quality Service</p>
Language requirements:	Language: English

Level of language required: Advanced level proficiency in English Language (ability to understand, write and speak English language without any difficulty)

Other Skills/Experience/Qualifications:

Essential on arrival: A final year student from a recognised tertiary institution.
Excellent command of English, oral and written communication.

Learning and Development: Online e-learning
On the job learning, job shadowing and mentoring
Access to library
Various development workshops

*To apply for this, kindly send an email to Recruitment.Accra@fcdo.gov.uk, stating in the subject "INTERNSHIP – TWG AC TECHNICIAN APPRENTICE" attaching your CV, and a cover letter of **not more than 300 words**, answering the questions below:*

Why are you applying for this job? What do you intend to gain from working at the British High Commission, and what will you bring to the table?

APPLICATION DEADLINE:	05 MAY 2024, 23:59GMT (ALL APPLICATIONS RECEIVED AFTER THE SAID DATE WILL NOT BE CONSIDERED)
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