



British
High Commission
Accra

TECHNICAL WORKS GROUP - AC TECHNICIANS

Start Date: 01 November 2026

Length of Contract: 1 year

Main Purpose of Job:

To support the AC Technicians team of the Technical Works Group

Roles and Responsibilities:

- Installation, relocation, and maintenance of building HVAC equipment and systems.
- Assisting in the diagnoses of malfunctions of HVAC equipment and systems and/or components to identify repair and replacement needs.
- Installation, maintenance, and repair of refrigeration units.
- Installation and maintenance of fan coil units and air handling units including filter changes, periodic lubrication, bearing change out and drive belt replacement.
- Installation and maintenance of exhaust fans and associated controls, hot water, chilled water and domestic water circulating pump; rebuilds pumps as required.
- Maintenance and repair of direct expansion roof top package air conditioning with hot water, electric or gas heating, chillers and associated control devices.
- Maintains equipment rooms, shops, vehicles and tools.
- Any other related duties as may be assigned.

Behaviours:

- Changing and Improving
- Managing Quality Service
- Communicating and Influencing
- Delivering at Pace

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 learning
- On the job learning, job shadowing and mentoring
- Various development workshops