



JAWATAN KOSONG

Warganegara Malaysia yang berkelayakan dan berminat adalah dipelawa untuk mengisi kekosongan jawatan berikut secara KONTRAK di SEAMEO RECSAM, Pulau Pinang

PEMBANTU TEKNIK (PENYELENGGARAAN)

SKIM GAJI	RS6
JENIS JAWATAN	Kontrak
TANGGA GAJI	Min: RM1,418.00 Max: RM4,174.00
ELAUN BULANAN	
Elaun khidmat awam	RM115.00
Elaun perumahan	RM300.00
Bantuan sara hidup	RM350.00
KENAIKAN GAJI TAHUNAN	RM100.00

SYARAT KELAYAKAN

- i. Memiliki Sijil Pelajaran Malaysia atau kelayakan yang diiktiraf setaraf dengannya oleh kerajaan, dengan kepujian dalam mata pelajaran Bahasa Malaysia dan Bahasa Inggeris.
- ii. Tidak memerlukan sebarang pengalaman kerja jika anda mempunyai Sijil kemahiran Mekanikal / Mekatronik / Elektrik / Awam.
- iii. Jika anda mempunyai pengalaman kerja di "bahagian penyelenggaraan" merupakan satu kelebihan
- iv. Mencari calon yang sanggup belajar & menerima cabaran.
- v. Boleh bekerja *shift* dan pada waktu malam.
- vi. Mempunyai pengetahuan berkaitan elektrik, awam, mekanikal dan paip
- vii. Berpengalaman di dalam mengendalikan system penghawa dingin, elektrik dan membaiki paip adalah satu kelebihan.
- viii. Berumur tidak kurang dari 18 tahun pada tarikh tutup iklan jawatan
- ix. Berkebolehan melaksanakan tugas dan tanggungjawab dengan berkesan dan efisien.
- x. Fasih dalam pertuturan dan penulisan Bahasa Malaysia dan Bahasa Inggeris.

PERMOHONAN

- Mengisi borang permohonan yang boleh dimuat turun dari laman sesawang www.recsam.edu.my dengan lengkap dan mengemukakan dalam sampul surat yang berukuran 229mm x 324mm bersama dengan salinan semua dokumen kepada:
**Pengarah
SEAMEO RECSAM
Jalan Sultan Azlan Shah
11700 Gelugor
Pulau Pinang**
- Di penjuru atas sebelah kiri sampul surat berkenaan hendaklah ditulis nama jawatan yang dipohon dan tarikh tutup permohonan.
- Bukti penghantaran bukanlah bukti penerimaan.
- Pemohon yang tidak menerima sebarang jawapan selepas tiga (3) bulan dari tarikh tutup boleh dianggap tidak berjaya.
- Tarikh tutup: **20-Ogos-2022**

Untuk sebarang pertanyaan, sila hubungi **En. Mohamad Hilal Bin Zulkifli** di talian +604-652 2708 atau emel hilal@recsam.edu.my.

Technical Assistant (Maintenance), RS6

Division: Administration Unit: Admin

Qualification: *Sijil Pelajaran Vocational Malaysia (SPVM)*

Work Experience: *With vocational experience*

Job Description:

- 1) To repair and maintain the following items to ensure that they are in good safe working condition:
 - i) Floor maintenance machines (vacuum cleaners, polishing machines)
 - ii) Any other machines or equipment with motors
- 2) To check and report on condition of the Centre's buildings, quarters, grounds, fencing, physical facilities, drainage system and other infrastructures
- 3) Electrical
 - i) To maintain and repair all electrical facilities and equipment of the Centre.
 - ii) To attend to complaints and report of faulty/damaged electrical equipment and facilities and bring this to the attention of the officer in - charge to follow up with further action in cases where in - house repair or maintenance could not be done.
 - iii) To ensure that all electrical equipment and facilities of the Centre are always in good working condition.
 - iv) To keep records of all electrical items used for repair, maintenance or replacement.
 - v) To maintain all the following MSBs in good working condition, including checking the capacitor bank MSB and keeping the MSB rooms clean:-
 - (1) Prime MSB, 1600 amp
 - (2) SSB in Cafeteria, 400 amp
 - (3) SSB in LRC, 300 amp
 - (4) SSB (A) in Administration, 300 amp and 5 nos. MCCCCB
 - (5) SSB in Hostel (MCCB in Blocks A, B, C, D), 600 amp
- 4) To maintain and ensure that all electrical installations and equipment in Office Buildings and Hostel Blocks are in good and safe working order
- 5) To maintain telecommunication equipment
- 6) To ensure fire prevention systems are in good and safe working order including checking the switchboards
- 7) To ensure all alarm systems are in good working order
- 8) To maintain compound and tennis court lightings and fish aquarium pumps
- 9) To maintenance of Air Conditioners:
 - i) To maintain the Centre's air conditioners periodically.
 - ii) To attend complaints and report of faulty/damaged air conditioner and bring this to the attention of the officer in - charge to follow up with further action in cases where in - house repair or maintenance could not be done
- 10) Plumbing
 - i) To maintain and repair all plumbing facilities and equipment of the Centre.
 - ii) To attend to complaints and report of faulty/damaged plumbing equipment and facilities and bring this to the attention of the officer in - charge to follow up with further action in cases where in - house repair or maintenance could not be done.
 - iii) To ensure that all plumbing equipment and facilities of the Centre are always in good working condition.
 - iv) To keep records of all plumbing items used for repair, maintenance or replacement.
- 11) To keep and maintain up-to-date relevant records and files of repair, maintenance and development works
- 12) To assist other technicians of the Centre in carrying out their duties and responsibilities wherever and whenever possible
- 13) To supervise contractor's works.
- 14) To standby for emergencies
- 15) To undertake any other duties as instructed by Admin Officer, Admin Manager, Deputy Director (Admin) and Centre Director