

Vacancy Announcement

POSITION/JOB TITLE: Engineering Training Officer – Instrumentation/Electrical	LOCATION: Tokadeh - Yekepa
REPORTING TO: Engineering Training Specialist	BUSINESS UNIT: AM Liberia

PRIMARY FUNCTION OF JOB

Mission:

*To master VTC training curriculum and pass Internal Trade Test through Accelerated Training Program
To provide the necessary knowledge and skills to Learners that will enable them to be competent to perform their duties within the workplace.*

Objectives:

- *Assist in build and install training rigs and prepare workshops for training.*
- *Assist in the develop high quality Training material that serve as training media and support*
- *Compliance to all statutory requirements, Training & Development standards & good practices*
- *Provide quality training that have developmental value and relevance to Arcelormittal employees*
- *Social responsibility: Developing people for Arcelormittal Liberia from surrounding communities and therefore, creating employment opportunities*

MAJOR DUTIES OF JOB HOLDER

Delivery

- *Providing instruction and training in one or more of the following:*
 - *Basic Electricity*
 - *AC and DC motors*
 - *Industrial Electrics*
 - *Panel wiring*
 - *Electrical Starter (conventional)*
 - *Plc's*
 - *Electrical AC/DC Drives. (VSD's)*
 - *Basic Electronics.*
 - *Instrumentation figuration and symbols.*
 - *Instrumentation – calibration, repairs and maintenance.*
 - *Process Control – Flow, level, pressure, Temperature act.*
 - *Final Control elements.*
 - *Control logics.*
 - *Diagnostics and fault finding with loop checks*
 - *Control Optimization.*
 - *Trade Theory*

- *Assessment*
- *Adherence to legal training requirements*
- *Coordination of training needs*
- *Supervision of Apprentices and Learners during training*
- *“Off the job” training coordination and assessment*
- *Trade test assessment.*

Safety

- *Actively contribute to site safety policy and new initiatives and implement change as directed by the Care and Maintenance Manager.*
- *Develop and promote a pro-active safety culture by the identification, development, dissemination and review of safe practices and procedures and by ensuring the awareness of team members*
- *Actively promote, monitor and enforce compliance of personnel with safe work practices.*
- *Ensure all health, safety and hygiene risks are identified and address in the SOP's and Risk assessments.*
- *Develop standard Risk Assessments for all critical tasks.*

Education Requirements for this position (Formal qualifications)

Essential

- *National Technical Diploma (N3) in Diesel Mechanic, on related discipline, in addition to the key skills and experience required.*
- *International accredited Artisan certificate-Diesel Mechanic.*
- *Training and development Diploma.*

Desirable

- *Technical Diploma*

Key experiences needed prior to taking this position

Essential

- *Significant experience (10 years) in Haul Trucks and CAT equipment maintenance.*
- *Demonstrated application of continuous improvement ideas.*
- *Training Centre training experience*
- *Proven ability to deliver results and act as a change agent.*
- *Experience in Training and Competence Assessment.*

Specific skills required for this position

Essential

- *Must have excellent written and oral communication skills in English.*
- *Assessment of learners on standard base training principles.*
- *Computer Skills:*
 - *Good computer skills with the ability to use integrated management systems, word processing, presentation and spreadsheet applications.*
- *Communication Skills:*
 - *Ability to communicate effectively across all levels*
 - *Strong report writing and presentation skills.*

Desirable

- *Conduct training need analysis.*
- *Develop training material.*
- *Facilitating of training for more the one group at a time.*
- *Assessment of learners on standard base training principles.*

To apply:

Please submit your letter of application along with your Curriculum Vitae as well as copies of your academic credentials to Liberia.jobs@arcelormittal.com or at the Security Gates/Desk in Yekepa and Buchanan.

All Envelops or Email subject should be marked with the position you are applying for.

Deadline for receipt of applications: June 21, 2018 at 5:00 p.m.

Please note the following:

- Only short-listed candidates will be contacted

FEMALE APPLICANTS ARE HIGHLY ENCOURAGED TO APPLY