



HVAC Technician(G4) - (2023/0363 (239263))

Organization: MTGS-Facilities Management Engineering Unit

Primary Location: Austria-Lower Austria-Seibersdorf-IAEA Laboratories in Seibersdorf

Job Posting: 2023-07-26

Closing Date: 2023-08-23, 11:59:00 PM

Duration in Months: 12

Contract Type: Temporary Assistance - Regular

Probation Period: 1 Year

Full Competitive Recruitment: No



This is a re-opening of the Vacancy Notice. Applicants who have already submitted their application do not need to re-submit it again.

IMPORTANT NOTICE REGARDING APPLICATION DEADLINE: Please note that the closing date for submission of applications is indicated in local time as per the time zone of the applicant's location.

Organizational Setting

The Department of Management's Division of General Services (MTGS) provides support functions to the IAEA through its four Sections, namely the Archives and Records Section (ARMS), the Commissary Management Section (CMS), the Facilities Management and General Support Section (FMGSS) and the Seibersdorf Laboratories Services Section (SLSS). Among the five Sections, the Seibersdorf Laboratories Services Section (SLSS) provides site operation technical and administrative services to the work of the IAEA's laboratories. SLSS services include facilities, technical, engineering, property and transport management, and site security through its management of the Seibersdorf Protective Force (SPF). The Section has a diverse complement of 35 staff, including technicians, drivers, procurement assistants and IT support. The armed SPF provides around-the-clock security for the site. Among the five Sections, the Seibersdorf Laboratories Services Section (SLSS) provides site operation technical and administrative services to the work of the IAEA's laboratories. SLSS services include facilities, technical, engineering, property and transport management, and site security through its management of the Seibersdorf Protective Force (SPF). The Section has a diverse complement of 35 staff, including technicians, drivers, procurement assistants and IT support. The armed SPF provides around-the-clock security for the site.

Main Purpose

Under the guidance and supervision of the Supervisor, Technical Support Group, the HVAC Technician monitors, maintains, and repairs all cooling plants, devices, and installations. The HVAC Technician works independently and must attend to all emergency situations, which are frequent in nature and lead to constant interruption of routine tasks and daily accountabilities. Equipment must be maintained to ensure temperature sensitive laboratories, counting rooms, culture rooms, bio-pharmaceutical and medical products, etc., are in uninterrupted operation within a narrow temperature range.

Functions / Key Results Expected

- Install, maintains, repairs and tests HVAC systems and water conditioning systems by: assembling, installing and testing equipment using construction drawings and manufacturers maintenance manuals.
- Monitor the functioning of major air-conditioning water-chillers, their associated evaporators, cold water and cold air circulation pumps and fans, distribution pipes, fan coil units and control units, as well as technical refrigerators, technical freezers, special deep-freezers, freeze-dryers, cold chambers, a freezer-chamber and several special, in-house designed and assembled cooled devices utilised in specific laboratory projects.
- Check the operation and condition of equipment and systems for fault location, repairing various equipment such as motors, pumps, fans, valves and a multitude of other high-precision mechanical components.
- Set-up of test procedures for verification of equipment system conditions and performances in accordance with characteristic data for optimal operation of large, complicated process systems.

- Provide technical support, ensuring that maintenance and/or repair work is carried out as per specifications and standards.
- Actively participates in preventative maintenance activities, coordinate with sub-contractors on site and assists the Supervisor (Technical Support Group) in the continuous upgrading of existing air-cooling infrastructures as required by the laboratory Programmes.
- Assist others outside area of specialization, as needed.
- Participate in the Laboratory maintenance on-call scheme.

The incumbent may perform his/her work in areas involving exposure to radioactive materials. Therefore, as an Occupationally Exposed Worker, he/she must be medically cleared by VIC Medical Service and is subject to an appropriate radiation and health monitoring programme, in accordance with the IAEA's Radiation Safety Regulations.

Competencies and Expertise

Core Competencies (Competency Framework)

Name	Definition
Communication	Communicates orally and in writing in a clear, concise and impartial manner. Takes time to listen to and understand the perspectives of others and proposes solutions.
Achieving Results	Takes initiative in defining realistic outputs and clarifying roles, responsibilities and expected results in the context of the Department/Division's programme. Evaluates his/her results realistically, drawing conclusions from lessons learned.
Teamwork	Actively contributes to achieving team results. Supports team decisions.
Planning and Organizing	Plans and organizes his/her own work in support of achieving the team or Section's priorities. Takes into account potential changes and proposes contingency plans.

Functional Competencies

Name	Definition
Analytical thinking	Gathers and analyses information, identifying critical relationships and patterns among data and proposes workable solutions.
Client orientation	Establishes effective relationships with clients to understand and meet or exceed their needs. Finds ways to ensure client satisfaction.
Resilience	Able to remain calm in emotionally charged situations. Accepts constructive feedback in a positive manner and is able to cope with setbacks.

Required Expertise

Function	Name	Expertise Description
Administrative Support	Discretion and Respect for Confidentiality	Familiarity with scientific laboratory / industrial environment and associated sensitiveness desirable.
General Services	Equipment Operation and Repair	Thorough knowledge of HVAC systems with a good technical understanding of modern techniques utilised in all cooling, heating and ventilation systems.
Administrative Support	MS Office (Word, Excel, Outlook, PowerPoint)	Proficiency in MS Office 2010, which is the IAEA standard (Outlook, Word, Excel, PowerPoint) is desirable.

Qualifications, Experience and Language skills

- Completed secondary education.
- Completed apprenticeship and vocational schooling in HVAC systems, mechanical, or equivalent. Specialization in heating, ventilation, and air-conditioning systems.
- Minimum four years of relevant working experience.
- Extensive experience monitoring and repairing HVAC systems with good working knowledge of mechanical, electrical, hydraulics, and welding.
- Local safety regulations require the incumbent to hold a Facharbeiterpruefung (Gesellpruefung) in the field.
- Excellent oral and written command of English and German. Knowledge of other official IAEA languages (Arabic, Chinese, French, Russian and Spanish) is an asset.
- Administrative skills testing to IAEA standard might be part of the selection process.

Remuneration

The IAEA offers an attractive remuneration package including a tax-free annual net base salary starting at **EUR 45695** (subject to mandatory deductions for pension contributions and health insurance), 6 weeks' annual vacation, pension plan and health insurance. More information on the conditions of employment can be found at: <https://www.iaea.org/about/employment/general-service-staff>

[Learn More and APPLY HERE!](https://bit.ly/458ApKh)

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