**Aga Khan Academy Dhaka**

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| **Job Title:** | **Substation operator** |
| **Department:** | **Admin** |
| **Reporting Line:** | **Manager, Facilities and Maintenance** |
| **Position Location:** | **Dhaka, Bangladesh** |
| **Status** | **Full-time** |
| **Purpose:**  The Substation Operator will be responsible for the operation, maintenance, and management of high-tension (HT), low-tension (LT) panels, and associated electrical systems within the substation. This role ensures the continuous and efficient operation of electrical equipment, including the generator, panels, and related control systems. The operator will also ensure compliance with operational procedures, maintain accurate records, and coordinate maintenance activities with external service vendors. | |
| **Context:**  **The Aga Khan Academies** are an integrated network of residential schools dedicated to expanding access to education of an international standard of excellence to exceptional young men and women regardless of their ability to pay. Envisaged in Africa, South and Central Asia and the Middle East, the Aga Khan Academies’ foundational values include pluralism, meritocracy and civil society. Housed in spacious and attractive campuses with outstanding facilities the Academies offer the International Baccalaureate (IB) Curriculum from Primary Years to the Diploma and provide a rich opportunity for both teachers and students alike to grow both professionally and personally. The first Aga Khan Academy opened in Mombasa, Kenya in 2003, the second in Hyderabad, India in 2011, the third in Maputo, Mozambique in 2013, and the network is now expanding with the fourth Academy in Dhaka, Bangladesh.  The Academies aim to develop meritorious young men and women into homegrown ethical leaders through education of the highest international standard in purpose-built campuses. The vision and ethos of the Aga Khan Academy Dhaka is encapsulated in its mission statement that calls for a commitment to promote excellence in teaching.  The Academies aim to develop meritorious young men and women into homegrown ethical leaders through education of the highest international standard.    The primary focus of every teacher at the Academy is to consider what, how and how well the students are learning and progressing, how they are demonstrating that learning, and how to nurture students within the school community. Teaching IB MYP/DP, they have the responsibility to demonstrate a commitment to the IB beliefs and values and translate them into daily classroom practice, while developing the attributes of the AKA learner profile both within themselves and their students.    Teachers at the Aga Khan Academies also show a commitment to continually developing themselves as members of an integrated professional learning community. They interact and collaborate with colleagues across the network and within each Academy, contributing to the growth of the Academies network in appropriate ways, through on-line conferences, collaborative planning, teacher, and student exchanges.  **Main Responsibilities:**  **Operation & Maintenance of Electrical Panels and Equipment**   * HT and LT Panels: Monitor, operate, and ensure the proper functioning of HT and LT electrical panels. Address any operational issues promptly to maintain uninterrupted power supply. * PFI Panel: Manage the operation and upkeep of the Power Factor Improvement (PFI) panel to ensure optimal power factor is maintained, reducing energy costs.  **Daily Data Logging & Monitoring**  * Record and maintain daily data logs related to the operational status of the HT, LT panels, and generator parameters. Ensure that all critical parameters such as voltage, current, load, and power factor are tracked and stored accurately.  **Generator Operations & Maintenance**  * Generator Parameters Checking: Regularly check and document the generator parameters (voltage, current, fuel level, etc.) to ensure the generator is operating within its specified limits. * Fuel Refilling & Requisition: Monitor fuel levels in the generator and initiate fuel refilling requests as required. Ensure that fuel is available and requisitioned for future use. * Consumables Management: Monitor and keep stock of necessary generator consumables (oil, coolant, filters, etc.) and submit requisitions for replacement or new supplies.  **Coordination with AMC Vendor**  * Act as the primary point of contact for the Annual Maintenance Contract (AMC) vendor. Coordinate with the vendor to ensure timely and effective quarterly maintenance of electrical equipment, including the HT/LT panels and generators.   **Control Panel Troubleshooting**   * Troubleshoot and resolve issues related to control panels, such as Air Circuit Breakers (ACB) and Vacuum Circuit Breakers (VCB). Have the technical expertise to perform repairs and adjustments as required to ensure uninterrupted operations.   **Record Keeping and Documentation**   * Maintain accurate and up-to-date records of operational parameters, maintenance logs, fuel consumption, requisition forms, and any other relevant documents related to substation equipment and power systems.   **Continuous Power Supply Assurance**   * Ensure that the academy’s electrical systems are always operational, and in case of any faults, provide immediate corrective actions to restore power supply. This includes regular checks, troubleshooting, and coordination with the necessary stakeholders for backup power solutions.   **Reporting**   * Provide regular updates and reports to the line manager on operational status, maintenance activities, fuel levels, stock requirements, and any significant incidents or concerns.   **Record Keeping and Documentation**   * Maintain accurate and up-to-date records of operational parameters, maintenance logs, fuel consumption, requisition forms, and any other relevant documents related to substation equipment and power systems.   **Continuous Power Supply Assurance**   * Ensure that the academy’s electrical systems are always operational, and in case of any faults, provide immediate corrective actions to restore power supply. This includes regular checks, troubleshooting, and coordination with the necessary stakeholders for backup power solutions.   **Reporting**   * Provide regular updates and reports to the line manager on operational status, maintenance activities, fuel levels, stock requirements, and any significant incidents or concerns. | |
| **SPECIFICATIONS (Candidate profile):**  **Experience:**   * 15-8 years of experienced preferably in renowned organization on HT, LT and Generator operations and maintenance.   **Qualifications**   * Diploma in Electrical/Electronics | |