

## World Agroforestry Centre (ICRAF) Recruiting a Maintenance Technician – Audio Visual Support

The World Agroforestry Centre (ICRAF) is supported by the Consultative Group on International Agricultural Research (CGIAR), generates science-based knowledge about the complex role that trees play in agricultural landscapes, and uses its research to ensure that policies and practices benefit the poor and the environment. Our vision is an 'agroforestry transformation' in the developing world—a massive increase in the use of trees on landscapes by smallholder rural households to ensure security in food, nutrition, income, health, shelter and energy, and a regenerated environment. Headquartered in Nairobi, Kenya, the World Agroforestry Centre (ICRAF) conducts research in 23 countries in Africa, Asia and Latin America.

### The position

The World Agroforestry Centre (ICRAF) is recruiting for the position of Maintenance Technician-Audio Visual Support to be based at its headquarters in Nairobi, Kenya reporting directly to the Operations Manager.

### Duties and responsibilities:

- Provide upon request AV support to all headquarter-based meetings;
- Develop together with the operations Manager the annual preventive maintenance schedules for all AV equipment and meeting rooms.
- Carry out both preventive and scheduled maintenance of AV equipment.
- Allocate meeting rooms to clients upon request and ensure high standards of cleanliness;
- Manages the Centre's Cyber Café and works closely with ICT to ensure equipment is in serviceable condition;
- Proactively develop contacts with other institutions with similar AV equipment and activities to ensure that the Centre maintains a state-of-the-art AV equipment and practices;
- Assist the maintenance team with various maintenance tasks during times when there are no meetings;
- Work closely with the Travel, Visitors and Conferences to provide monthly chargebacks on room and AV equipment use to FSU
- Provide quarterly reports;
- Any other duties as may be assigned by the supervisor.

### Minimum qualification and experience

- Diploma in technical engineering related field
- Five (5) years relevant experience
- Excellent inter-personal and communication skills;
- Ability to coordinate, prioritize, and organize workload;
- Ability to meet deadlines and work under pressure with minimal supervision;
- Good command of both written and spoken English;
- Good computer knowledge of Microsoft Office

ICRAF is an equal opportunity employer and offers a collegial and gender-sensitive working environment. The position is on local terms and will be for an initial period of **three (3) years**, renewable subject to six (6) months probation period, assessment of performance, continued relevance of the position and availability of resources. ICRAF offers a collegial and gender-sensitive working environment, believe that staff diversity promotes excellence, and strongly encourages applications from qualified women. Applicants are invited to send a cover letter illustrating their suitability for the above position against the listed qualifications, competencies and skills together with a detailed curriculum vitae, including names and addresses of three referees. All correspondence should be addressed to the Human Resources Unit, World Agroforestry Centre (ICRAF), P.O. Box 30677, Nairobi, Kenya OR via email: [icrafhru@cgiar.org](mailto:icrafhru@cgiar.org). Applications will be considered until **19<sup>th</sup> February 2010** and should indicate **“Maintenance Technical – Audio Visual Support”** on their application letters and email submissions.

**Only short-listed applicants meeting the above requirements will be contacted.**

We invite you to learn more about ICRAF by accessing our web site: <http://www.worldagroforestry.org>