



Technician

- Job type** Full time, fixed term
- Start date** Earliest convenience
- Apply by** 31 December 2024
- Salary** We offer a highly competitive remuneration package which includes:
- Comprehensive private medical insurance
 - Excellent Employee Provident Fund (EPF) savings contributions

Job Summary

The Technician will be assisting the Maintenance Supervisor and Chargeman in performing day-to-day maintenance and upkeep of various facilities and the ELV system (if assigned) within the school's premise and external accommodation.

Job Description

At KTJ, we believe with a commitment to professional development, we offer opportunities for growth in a warm and welcoming student-centred environment. Join us and become part of a community that values creativity, embraces new ideas and encourages progressive thinking.

Key Duties

- To perform maintenance and upkeep tasks on various facilities which includes air-conditioners, plumbing/piping/sanitary, all electrical system related auxiliaries, water reticulation and sewerage treatment plants.
- To perform basic electrical wiring tasks and upkeep tasks on ELV and safety related systems such as fire alarm panel, CCTV, barrier and auto gates, audio visual system, etc;
- To recommend appropriate tools to perform maintenance, inspection on ELV facilities and utilise prepared ELV system checklist for monitoring purposes;
- To perform planned preventive maintenance tasks on ELV system/facilities as planned;
- To perform basic civil, structural tasks and assist in maintenance of all KTJ's swimming pools (ensuring that the salt, PH and chlorine levels are monitored).
- To troubleshoot and repair electrical household apparatus effectively.
- To inspect facilities periodically to identify problems and necessary maintenance.
- To ensure works are carried out in accordance with the specifications and approved procedures.



- To oversee repairs and ensure that work is completed on time.
- To ensure adherence to quality standards and health and safety regulations.
- To perform any other duties assigned by his superior management.
- To be on standby by rotation after working hours to attend to any emergency situation in KTJ.
- To work additional approved hours if required and will be compensated accordingly.

Personal characteristics:

- High level of personal integrity;
- Possesses a systematic approach to work, with a high level of attention to detail;
- Works effectively and efficiently under pressure and can prioritise across multiple tasks;
- Displays confidence and a strong commitment to delivering professional and exceptional customer service;
- Knowledgeable in facilities maintenance; especially on ELV systems will be an added advantage;
- Skilled in both written and verbal communication;
- Able to maintain confidentiality;
- A genuine interest in young people and their wellbeing;
- Affinity with the School's ethos and with the values of Kolej Tuanku Ja'afar.

Qualifications and experience:

- 5 - 10 years of experience as a Facilities Handyman / Maintenance Technician / Technician of ELV System.
- Possess at least a SPM or Technical Certification in relevant field, preferably in facilities, maintenance and management or Technical Certification in relevant field, preferably in ELV system.
- It will be an added advantage to possess Electrical Chargeman competency (certified by Suruhanjaya Tenaga – minimum AO).
- Experience working in international and/or independent schools.

Recruitment Handbooks

[KTJ Recruitment Handbooks for Malaysian Staff](#)

[KTJ Recruitment Handbooks for International Staff](#)



KTJ PRIMARY
SECONDARY
KOLEJ TUANKU JA'AFAR

About the School

KTJ is a thriving, not-for-profit international, day and boarding school set in the beautiful Malaysian countryside, an hour's drive south of Kuala Lumpur. The School was established in 1991 and caters to more than 1,000 students aged 3 to 19. The Primary School, which opened in 2013, follows the English National Curriculum in English and mathematics, alongside the

International Primary Curriculum; while the Secondary School prepares students for IGCSEs and A Levels. KTJ Sixth Form students gain entry into top universities in the UK, US, Malaysia and around the world.

KTJ is a friendly and supportive environment for students and staff alike. More information on the School and conditions for teachers can be found in the attached documents or on the [vacancies page](#) of our website. On our website, you will also find a copy of the job description for a KTJ teacher.

The School is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment. The successful applicant will be subject to security vetting.

Make an application

Please submit a cover letter and a completed application form (available [here](#)), including contact details of three referees, one of whom should be your current employer, to the Human Resources Department, via: recruitment@ktj.edu.my.

Integrity

Empathy

Mutual Respect