

TERMS OF REFERENCE (ToR)
Position: Technical Assistant (Electrical Engineering)

1. Number of Post

01 (One)

2. Place of Posting

Tura, with frequent travel to project sites and field locations.

3. Nature of Engagement

Contractual, co-terminus with the project, with performance-based renewal.

4. Reporting Authority

The Technical Assistant shall report to the Technical Expert / State Project Management Unit (SPMU), MBDA, and coordinate with district teams, contractors, and field implementation units.

5. Core Purpose of the Position

To support technical planning, implementation, and monitoring of electrical and renewable energy-related interventions, ensuring efficient execution, quality assurance, and compliance with technical standards and project requirements.

6. Key Roles and Responsibilities

The Technical Assistant shall:

- Assist in planning, design, and implementation of electrical infrastructure and energy projects.
- Support review and execution of electrical designs, layouts, and technical specifications.
- Supervise field-level activities including installation, commissioning, and maintenance of electrical systems.
- Monitor power generation and distribution systems, including grid connectivity components.
- Assist in substation-related works, load estimation, and system optimisation.
- Support implementation of protection systems, switchgear, and basic SCADA-enabled monitoring systems.
- Conduct site inspections and field assessments to ensure quality and compliance.
- Identify technical issues and support troubleshooting and corrective actions.
- Maintain technical records, site reports, and documentation.
- Support preparation of monthly/quarterly progress reports and risk management reports.
- Coordinate with contractors, engineers, and stakeholders for timely execution of activities.

7. Essential Qualification

- Graduate / Post-Graduate in Electrical Engineering

8. Essential Experience

- Minimum 05 (five) years of relevant experience in:
 - Power generation and distribution systems
 - Grid connectivity
 - Substation design and related infrastructure

9. Desired Skills & Competencies

- Knowledge of protection systems and switchgear
- Basic understanding of SCADA systems
- Experience in site supervision, installation, and commissioning
- Understanding of advanced electrical systems and load estimation techniques
- Strong technical troubleshooting and problem-solving skills
- Good written and verbal communication skills
- Proficiency in MS Office (Excel, Word, PowerPoint) and basic data analysis
- Ability to work in field-based and multi-stakeholder environments

10. Remuneration

Remuneration shall be as per MBDA/ MBMA Policy.

11. Other Conditions

- The role requires frequent field travel across project locations.
- The candidate must demonstrate technical competence, accountability, and adaptability.
- Submission of monthly/quarterly progress reports and risk management reports is mandatory.
- MBDA reserves the right to modify roles and responsibilities based on programme requirements.