

ACTOM DISTRIBUTION TRANSFORMERS	SUBJECT	DOCUMENT No. JD016
	ACTIVITY PROFILE: ENGINEERING SPECIALIST-MECHANICAL & ELECTRICAL	REVISION No. 00
		WRITTEN BY: A. Bayat
		APPROVED AND DATED 2 July 2026

1.0 SCOPE

All functions, duties and responsibilities of the Engineering Specialist.

2.0 PURPOSE

To define the position of the incumbent.

3.0 POSITION

Engineering Specialist

4.0 DEPARTMENT

Engineering Department.

5.0 RESPONSIBLE TO

Reports to the Engineering Manager

6.0 ORGANOGRAM

Yes

7.0 QUALIFICATIONS

- Electrical / Mechanical Engineering qualification
- Postgraduate qualification (Advantage)
- Minimum of 10 years' experience in Electrical work (Generation, Transmission, Distribution, maintenance or Consultant)
- Experience in a manufacturing environment will be beneficial
- Sound understanding of electrical standards and practices will be advantageous
- Sound understanding of ERP systems. (Syspro advantage)
- Registration with ECSA
- Strong problem-solving skills
- Good understanding of Microsoft office
- Ability to draw in AutoCad – 2D and 3D

8.0 EXPERIENCE/COMPETENCIES

- Ability to read, understand and implement engineering standards and drawings
- Able to assist commercial department, Customers and fellow Engineers with technical questions and guidance
- Control research and development (R &D)
- Assist quality department with failure investigations, report writing and engineering guidance, Acute knowledge of DGA assessment
- Assist with costing for tendering purposes
- Check mechanical design and sign off drawings for manufacture
- Evaluate and monitor production issues
- Conduct design review
- Provide support to the engineering manager

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- Take a lead with Prototype design, design review, supervise manufacturing routine, type and specialized testing
- Investigate issues pertaining to internal failures, trends or concerns
- Ability to mentor subordinates
- Attend meetings with various stakeholders for business purposes
- Strive to better the current product by continuously evaluating manufacturing processes, procedures and new developments.
- Be familiar with specifications related to the product – IEC, SANS, IEE, Etc
- Control Engineering related costs and expenditure.
- Must be self-motivated with a passion to drive the business

9.0 AUTHORITY

- Provide leadership and engineering support across transformer technical requirement, manufacturing and failure investigation
- Conduct Root cause analysis for internal and external failures / claims
- Spearhead R&D initiatives aimed at improving product performance, reliability and efficiency
- Extend R&D to new product development
- Liaise with Customers on technical matters, providing expert advice, suggestions, guidance and possible solutions.
- Identify opportunities to improve engineering practices and processes.
- Collaborate with the Engineering team
- Approving mechanical design drawings
- Assist in the Implementation of new national standards or processes

11.0 RESPONSIBILITIES/ACCOUNTABILITIES

- Electrical Design / Mechanical design up to 20 MVA
- Investigation of transformer failure and the reporting thereof.
- Transformer costing
- Tender Technical submissions and related documentation
- Engineering design issues and concerns
- Design development and product improvement
- Customer liaison
- Evaluate engineering practices
- Research and development
- New product development and feasibility studies
- Adaptation of the company code of conduct and ethics and morals

12.0 SHERQ MANAGEMENT (ISO9001, ISO14001, OHSAS18001)

- Responsible for adhering to the requirements of abovementioned systems as directed by the SHEQ Management System (which includes relevant legislation, Policies, Procedures, Work Instructions, specifications, etc.)
- Ensure that Quality Assurance is confirmed to in every aspect, especially in the area of documentation control
- Ensures compliance with all standards for Safety, Environmental, Work Procedures, Quality Assurance and Quality Control systems as adopted by the Distribution Transformers Division.