1.0 SCOPE

All functions, duties and responsibilities of the **Junior Mechanical Engineer**.

2.0 PURPOSE

To define the position of the incumbent.

3.0 POSITION

Junior Mechanical Engineer

4.0 DEPARTMENT

Engineering Department.

5.0 RESPONSIBLE TO

Reports to the Engineering Manager, High Voltage Equipment.

6.0 ORGANOGRAM

Yes

7.0 QUALIFICATIONS

- BSc / BEng degree in mechanical engineering
- 1 -2 years' experience
- Registered as a Candidate Engineer with the Engineering Council of South Africa (ECSA)

8.0 EXPERIENCE/COMPETENCIES

- Proficiency in mechanical CAD software (e.g., SolidWorks, AutoCAD, Inventor).
- Basic knowledge of FEA and simulation tools is an advantage.
- Effective technical skills
- Logical thinker
- The ability to work under pressure
- Problem-solving skills and creativity
- Good Interpersonal skills
- Good verbal and written communication skills
- Commercial awareness
- Teamwork ability

- High level of computer literacy
- Eagerness to learn and grow within a multidisciplinary team.
- Analytical thinking and problem-solving abilities.
- Attention to detail and organisational skills.
- Willingness to travel to site locations when required.
- Exposure to ISO quality standards and project management principles is a plus.

9.0 RESPONSIBILITIES/ACCOUNTABILITIES

- Oversee the mechanical engineering aspects of high voltage equipment and the department
- Assessing project requirements
- Measuring the performance of mechanical components and devices
- Using computer-aided design/modelling software (i.e. Autodesk INVENTOR and AUTOCAD)
- Liaising with internal customers, external customers and suppliers regarding technical issues
- Undertaking relevant research
- Presenting designs/ideas to managers and clients
- Testing, evaluating, modifying and re-testing products
- Writing monthly progress reports, manuals, and other relevant documentation
- Analysing and interpreting complex data
- Formulating and presenting internal technical courses
- Working towards professional registration with ECSA

10.0 SHERQ MANAGEMENT (ISO9001, ISO14001 & ISO45001)

- Responsible for adhering to the requirements of the above-mentioned 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, and Quality
- Implement methods and procedures for the disposition of discrepant material and defective or damaged parts, assess cost and responsibility.
- Assurance and Quality Control systems as adopted by the High Voltage Division.

Accepted by: **Authorised by:**

S. Duma