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**LARGE PRINT** / Standard Print.*Bahá'í World Centre Vacancies*  

## Bahá'í World Centre Vacancies



### Engineers (Facility Management Department)

#### **Mechanical Engineer/Controls**

The Mechanical Engineer/Controls is responsible for providing designs, specifications, etc., and project management of the integration, expansion and modification of existing control systems. Should have a BSc in mechanical or electrical engineering, with 5 years' experience in HVAC control systems, and be proficient in CAD applications.

#### **Electrical Engineer**

The Electrical Engineer is responsible for providing designs, specifications, etc., managing new and renovated facilities projects; and overseeing operation of central electrical plant and distribution systems. Should have a BSc in electrical engineering, with a minimum of 5 years' experience in building electrical systems and fire protection systems.

#### **Electrical Technician**

The Electrical Technician is responsible for inspecting and reporting on electrical equipment; completing work orders; and carrying out a preventive maintenance programme. Should have completed courses in a technical school or apprenticeship programme, with several years experience in electrical repair and maintenance, or a two-year associate engineering technology degree with some years' experience.

#### **Electronics Engineer**

The Electronics Engineer provides fire and security designs, specifications, etc., and manages new facilities and renovation projects. Should have a BSc in electrical engineering with a minimum of 5 years' experience in building fire/safety control systems, and be proficient in CAD applications.

#### **Mechanical Engineer**

The Mechanical Engineer is responsible for the carrying out of design and construction services, the operation of central electrical plant and distribution systems for heating and cooling, the building of HVAC controls, and plumbing and fire protection systems. Should have a BSc in mechanical engineering, with a minimum of 5 years' experience in HVAC, plumbing and fire protection systems.

#### **Mechanical Technician**

The Mechanical Technician is responsible for inspecting and reporting on mechanical equipment; completing assigned work orders; and carrying out a preventive maintenance programme. Should have completed courses at a technical school, with several years' experience, or have a two-year associate engineering technology degree with some years' experience in HVAC, plumbing or fire protection systems.

### Information Management

#### **Reference Librarian (Library)**

The Reference Librarian organizes and maintains the Library Reference Services division to meet the reference needs of the Universal House of Justice, other institutions, departments and individuals at the World Centre, and any other users referred to the Library. Answers questions, performs moderate research, compiles bibliographies, trains staff in reference work, provides user education programmes, maintains access to online

information services, etc. Needs a master's degree in library science or equivalent experience, thorough demonstrated knowledge of research methods and Bahá'í literature; previous experience with online commercial database services desirable; and the ability to work well with people. A knowledge of languages other than English is helpful.

**Archivist, Persian/Arabic (Archives Office)**

The Archivist identifies Persian and Arabic historical manuscripts, and arranges and describes manuscript collections. The position requires a qualified and experienced archivist, with strong Persian, Arabic and English language skills, and ability to read manuscript.

**Information Analyst (Office of Master Reference Files)**

The Information Analyst performs a variety of analytical and data management tasks including reading, analysing, abstracting, indexing and editing content; routing documents, and retrieving information. Needs to be detail-oriented, organized, with proven high-level reading and writing skills (English). Knowledge of Windows-based computer applications is helpful.

**General Information**

- \* English language ability is required for all positions.
- \* Friends offering service must be Bahá'ís in good standing.
- \* The minimum age for service is 18.
- \* The recruitment process takes approximately three months.

