

**ROYAL GOVERNMENT OF BHUTAN
ROYAL UNIVERSITY OF BHUTAN**

POSITION PROFILE

1. JOB IDENTIFICATION

Position Title	:	Technician (Survey)
Position Level	:	10
Occupational Group	:	Administrative and Technical
College	:	Jigme Namgyel Engineering College, Dewathang

2. MAIN PURPOSE OF THE POSITION:

Performs routine duties, which supports Laboratory Services such as issuing and receiving of items, supporting the lecturers, safety management, other services applying standard laboratory policies and procedures to daily work.

3. GENERAL ROLES AND RESPONSIBILITIES

1. Assist the instructors in preparation of estimate & costing for laboratory repair and development;
2. Carry out repair, upgradation, rehabilitation and maintenance of laboratory equipment and facilities etc;
3. Assist the instructors to help practical classes as they become senior;
4. Maintain accurate records of laboratory equipment and facilities;
5. Take care of laboratory equipment and facilities; and
6. Carry out any other task that may be assigned by the supervisor from time to time.

4. SPECIFIC ROLES AND RESPONSIBILITIES:

1. Assist the instructors in preparation of estimate & costing for laboratory repair and development;
2. Carry out repair, upgradation, rehabilitation and maintenance of laboratory equipment and facilities etc;
3. Assist the instructors to help practical classes as they become senior;
4. Maintain accurate records of laboratory equipment and facilities;
5. Take care of laboratory equipment and facilities; and
6. Carry out any other task that may be assigned by the supervisor from time to time.
7. Any other duties assigned

5. KNOWLEDGE, SKILLS & ABILITIES (KSA) REQUIREMENTS

1. **Educational Qualification:** Diploma in Surveying or equivalent
2. Skilled in carrying out routine surveying practical works efficiently and effectively and are able to use appropriate tools including ICT
3. Good communication skills in written as well as spoken at least in Dzongkha and English
4. Knowledge of rules and regulations pertaining to the area of work
5. Ability to organise information and maintain up-to-date information for administrative and management purposes
6. Ability to be courteous and able to handle matters in short notice