

ROYAL UNIVERSITY OF BHUTAN

POSITION PROFILE

1. JOB IDENTIFICATION

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| 1.1 | Position Title | : Laboratory Technician |
| 1.2 | Position Level | : 10 |
| 1.3 | Occupational Group | : Administrative and Technical Staff |
| 1.4 | College/OVC | : Jigme Namgyel Engineering College |
| 1.5 | No. of slots | : 01 |

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:

- 3.1 Assist the instructors in preparation of estimate & costing for laboratory repair and development;
- 3.2 Carry out repair, upgradation, rehabilitation and maintenance of laboratory equipment and facilities etc;
- 3.3 Assist the instructors to help practical classes as they become senior;
- 3.4 Maintain accurate records of laboratory equipment and facilities;
- 3.5 Take care of laboratory equipment and facilities; and
- 3.6 Carry out any other task that may be assigned by the supervisor from time to time.

4. SPECIFIC ROLES AND RESPONSIBILITIES:

- 4.1 Assist the conduct of labs in Instrumentation and Process Control, Industrial automation and Microprocessor & Microcontroller, Mechatronics.
- 4.2 Repair and maintenance of lab equipment in the above labs.

5. KNOWLEDGE, SKILLS & ABILITIES (KSA) REQUIREMENTS

1. **Education:** Diploma in Electronics and Communication Engineering or equivalent
2. **Experience:** Not compulsory but preferable with field experience
3. **Knowledge Skills and Abilities:**

Sound knowledge and skills in the following areas:

Instrumentation and Process Control

Industrial Automation

Computer Programming skills relevant to electronic programming

Microprocessors and Microcontrollers

Basic knowledge and skills in Modern emerging technologies (Automation, IoT, AI etc.) preferable.s