

# 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, Dewathang |
| 1.5 | No. of Slot        | : 01   |

### 2. MAIN PURPOSE OF THE POSITION:

To assist the faculty members/instructors with their practical/workshop classes; provide laboratory services to users and take proper care of the laboratory/workshop facilities; perform routine duties and other tasks as and when required by department and college administration.

### 3. GENERAL ROLES AND RESPONSIBILITIES

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

### 4. SPECIFIC ROLES AND RESPONSIBILITIES:

The Technician recruited through this advertisement should be conversant and confident to conduct practical/workshops of the following modules at the Degree/Diploma level programme in Engineering at any point in time.

- Engineering Materials/ Material Science
- Mechanics of Materials
- Metrology
- Workshop Theory & Practice
- Sheetmetal and welding.
- Automobile Engineering
- Kinematics & Dynamics of Machines.

### 5. KNOWLEDGE, SKILLS & ABILITIES (KSA) REQUIREMENTS

**5.1. Education:** Diploma in Mechanical Engineering or equivalent

**5.2. Experience:** Not compulsory but preferable with field experience

#### **5.3. Knowledge Skills and Abilities:**

The candidates applying for the advertised post should possess the following:

- (a) Ability to carry out practical/workshop efficiently and effectively with qualities.
- (b) Ability to use appropriate tools including ICT

- (c) Good communication skills in written as well as spoken in Dzongkha and English.
- (d) Ability to listen and be open to multiple views, perspective, and feedbacks.
- (e) Ability to organize information and maintain up-to-date record for administration and management purposes.
- (f) Ability to be courteous and able to handle matters in short notice.