

ROYAL UNIVERSITY OF BHUTAN

POSITION PROFILE

1. JOB IDENTIFICATION

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 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 faculties in preparation of estimate & costing for laboratory repair and development;
- 3.2 Carry out repair, augmentation, rehabilitation and maintenance of laboratory equipment and facilities;
- 3.3 Assist the faculties to conduct practical classes;
- 3.4 Maintain accurate records of laboratory equipment and facilities;
- 3.5 Take care of laboratory equipment and facilities;
- 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 practical in Communication lab, Instrumentation and Automation lab, Microprocessor & Microcontroller lab and Programming lab.
- 4.2 Repair and maintenance of lab equipment in the above labs.
- 4.3 Monitoring, maintenance and taking care of college PA system.

5. KNOWLEDGE, SKILLS & ABILITIES (KSA) REQUIREMENTS

5.1 Education: Cl. XII with Diploma (2 year or equivalent) in Electronics and Communication Engineering

5.2 Experience: Not compulsory but preferable with relevant field experience

5.3 Knowledge Skills and Abilities:

- 5.3.1** Skilled in carrying out routine works efficiently and effectively and are able to use appropriate tools including ICT.
- 5.3.2** Good communication skills in written as well as spoken at least in Dzongkha and English
- 5.3.3** Knowledge of rules and regulations pertaining to the area of work.
- 5.3.4** Ability to organise information and maintain up-to-date information for administrative and management purposes.
- 5.3.5** Ability to be courteous and able to handle matters in short notice.