

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 Mode of Employment	:	Regular
1.4 College/OVC	:	Jigme Namgyel Engineering College
1.5 Slots	:	01

2. MAIN PURPOSE OF THE POSITION:

Undertakes regular responsibilities to Laboratory Services, encompassing the maintenance, issuance, and reception of items. Provides support to faculties during laboratory work, adhering to standard laboratory policies and procedures in daily tasks.

3. GENERAL ROLES AND RESPONSIBILITIES:

- 3.1 Assist the faculties in the preparation of estimates & 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 faculties/instructors 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 Managing laboratory equipment and supplies: The Laboratory Technician would be responsible for managing and maintaining laboratory equipment and supplies, including inventory control, maintenance, and repair.
- 4.2 Assisting with lab classes: The Laboratory Technician would assist faculty in preparing and setting up lab experiments, as well as providing support and assistance to students during lab classes.
- 4.3 Ensuring safety and compliance: The Laboratory Technician would ensure that the laboratory is safe and complies with all relevant regulations and guidelines, including health and safety standards.
- 4.4 Maintaining records and reports: The Laboratory Technician would maintain accurate records and reports related to lab activities, such as inventory logs, experiment results, and student attendance.
- 4.5 Supporting research projects: The Laboratory Technician may be required to provide support to faculty and students conducting research projects in the lab.
- 4.6 Troubleshooting technical issues: The Laboratory Technician would be responsible for troubleshooting technical issues with lab equipment and providing technical support to students and faculty.

5. KNOWLEDGE, SKILLS & ABILITIES (KSA) REQUIREMENTS

- 5.1 **Education:** Cl. XII with Diploma (2 years or equivalent)/Inservice with Diploma in Computer System and Network/ Diploma in IT/any other relevant qualifications

- 5.2 **Experience:** Possessing experience in conducting laboratory work in networking, computer hardware, Linux systems, and Windows services, as well as proficiency in photography, Photoshop, audio-video editing, and animation would be an advantageous asset.
- 5.3 **Knowledge Skills and Abilities:**
- 5.3.1 Knowledge in network, linux, windows services, database, network security, photographs, audio-video editing, animation.
 - 5.3.2 Knowledge of various laboratory equipment and technology, including hardware and software.
 - 5.3.3 Knowledge in software like Illustrator, photoshop, blender, and open-source audio-video editing.
 - 5.3.4 Knowledge of technical support, including experience with software, hardware, and networking.
 - 5.3.5 Communication skills, both verbal and written, to interact with faculty, students, and external stakeholders.
 - 5.3.6 Organizational skills and attention to detail to manage laboratory equipment, maintain accurate records, and manage laboratory budgets.
 - 5.3.7 Ability to listen and be open to multiple views, perspectives, and feedback
 - 5.3.8 Ability to solve technical problems quickly and efficiently.
 - 5.3.9 Ability to troubleshoot equipment and software issues.
 - 5.3.10 Ability to work effectively in a team environment, collaborating with faculty, students, and other laboratory technicians.
 - 5.3.11 Ability to manage their time effectively, prioritize tasks, and meet deadlines.
 - 5.3.12 Ability to demonstrate a high level of commitment to learning and teaching.