

JIGME NAMGYEL ENGINEERING COLLEGE
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
1.6 Employment Type	:	Contract

2. MAIN PURPOSE OF THE POSITION:

The Laboratory Technician is responsible for supporting Laboratory Services, including issuing and receiving items, maintaining lab equipment, assisting lecturers, managing safety, and providing other services. The role requires adherence to standard laboratory policies and procedures during daily operations.

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 Ensure proper care of laboratory equipment and facilities;
- 3.6 Perform any other tasks assigned by the supervisor as needed.

4. SPECIFIC ROLES AND RESPONSIBILITIES:

- 4.1 Assist the conduct of practicals in the photography lab, audio, and visual lab, rendering lab, and OCR labs.
- 4.2 Handle the repair and maintenance of lab equipment in the specified labs.
- 4.3 Manage and maintain laboratory equipment and supplies, including inventory control, maintenance, and repair.
- 4.4 Assist faculty in preparing and setting up lab experiments, as well as providing support and assistance to students during lab classes.

4.5 Ensure that the laboratory is safe and complies with all relevant regulations and guidelines, including health and safety standards.

4.6 Provide support to faculty and students conducting capstone projects in the lab.

4.7 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:

Class XII with a Diploma (2 years or equivalent) in Computer System and Network, IT, or any other relevant qualifications.

5.2 Experience:

- Experience in assisting with lab classes and experiments, including setting up equipment and materials, helping students, and troubleshooting technical issues.
- Familiarity with Photoshop, Illustrator, audio editing, video editing tools, and photography is an added advantage.

5.3 Knowledge Skills and Abilities:

5.3.1 Understanding of various laboratory equipment and technology, including multimedia hardware and software.

5.3.2 Knowledge of technical support, including experience with software, hardware, and networking.

5.3.3 Communication skills, both verbal and written, to interact with faculty, students, and external stakeholders.

5.3.4 Organizational skills and attention to detail to manage laboratory equipment, maintain accurate records, and manage laboratory budgets.

5.3.5 Ability to solve technical problems quickly and efficiently.

5.3.6 Effective time management, task prioritization, and ability to meet deadlines.

5.3.7 Commitment to learning and teaching.

5.3.8 Openness to multiple views, perspectives, and feedback.

5.3.9 Ability to master a particular field of specialization and provide excellent learning outcomes among the students.

5.3.10 Proficiency in handling multimedia projects and disseminating resources.

5.3.11 Ability to work effectively in a team environment, collaborating with faculty, students, and other laboratory technicians.