

ROYAL UNIVERSITY OF BHUTAN

POSITION PROFILE

1. JOB IDENTIFICATION:

- 1.1 Position Title: Laboratory Technician (DECE Programme)
- 1.2 Position Level: 10
- 1.3 Occupational Group: Administrative and Technical Staff
- 1.4 College/OVC: Jigme Namgyel Engineering College
- 1.5 Slots: 02

2. MAIN PURPOSE OF THE POSITION:

Performs routine duties, which support Laboratory Services such as issuing and receiving of items, supporting the lecturers, safety management, and 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 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 and management from time to time.

4. SPECIFIC ROLES AND RESPONSIBILITIES:

- 4.1 Housekeeping of Electronics Lab, 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 Conduct practicals for following modules:
 - Electronics Devices and Circuits
 - Digital Electronics and Logic Circuits
 - ICT Fundamentals and Programming
 - Instrumentation and Process Control
 - Power Electronics
 - Communication Systems
 - Microprocessor and Microcontrollers
 - Data Communication and Networking
 - Industrial Automation
 - Electronic System Design
 - Telecommunication Systems
 - Optical Communication and Transmission Engineering
 - IoT Architectures and Application

5. KNOWLEDGE, SKILLS & ABILITIES (KSA) REQUIREMENTS

5.1 Education: Diploma in Electronics and Communication 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 demonstrate high level of commitment to practicals.
- (b) Ability to listen and being open to multiple views, perspective, and feedback.
- (c) Engagement in continuous learning and development and committed to continuous improvement by recognizing to change personal, interpersonal, and managerial behavior.
- (d) Sound hands-on skills in practical oriented modules.