

ROYAL UNIVERSITY OF BHUTAN

POSITION PROFILE

1. JOB IDENTIFICATION

1.1	Position Title:	Bio- FabLab Technician
1.2	Position Level:	8
1.3	Occupational Group:	Professional Category
1.4	College/OVC:	College of Natural Resource (CNR)

2. MAIN PURPOSE OF THE POSITION:

The main purpose of the position is to operate the fab lab, supervise and mentor the users of the Fab lab including students and entrepreneurs.

3. GENERAL ROLES AND RESPONSIBILITIES (use Representative Work Activities as provided in Position Directory):

The Fab lab Engineer will work with the Fab lab Manager to operate and manage the Fab lab. S/he will be the main expert on the Machines and how to operate them. S/he will ensure that the machines and facilities are up and running all the time, and support the users of the facilities. S/he will mainly concern with operations, maintenance and trouble shooting, machine demonstration, maintaining supplies, and conducting user training. The instructor will be a master on all machines in the lab and will know how to operate them.

4. SPECIFIC ROLES AND RESPONSIBILITIES:

- Provide basic trainings on Fablab and how to utilize the equipment to users.
- Provide safety training for Fablab users, familiarize students with safety policies, and evaluate their access authorization.
- Maintain list of approved users and supervise their ongoing access.
- Provide consultation to users regarding fabrication projects and procedures. Share best practice as well as assist users.
- Master and teach new lab capabilities for all lab equipment and design tools.
- Maintain lab supplies.
- Supervise user clean-up and lab housekeeping.
- Contribute to evaluation and implementation of safety and operating procedures.
- Ensure machines are properly maintained, troubleshoot problems, repair equipment and repair by outside technicians as needed.
- Develop and document fabrication processes and software workflows.
- Assist with supporting Fab Lab infrastructure and operations.
- Balance workload with host institution staff.
- Carry out any task assigned by the Fablab Manager.

5. KNOWLEDGE, SKILLS & ABILITIES (KSA) REQUIREMENTS

5.1. Education:

Minimum Bachelor degree in Bio-technology

5.2. Experience:

Minimum of 2 years' experience is required

5.3. Knowledge Skills and Abilities:

- Practical knowledge on laboratory principles and practices of technical field
- Skill to operate and handle sophisticated instruments and equipment used in the laboratory
- Knowledge on Basic Biological laboratory techniques and procedures including SOP and safety protocols
- Knowledge of standard chemicals or reagents for laboratory application
- Good competency in computing and ICT
- Familiarity with design and analytical software
- Knowledge of laboratory total quality management (TQM) and planning
- Keen interest to teach and work with people of all levels starting from students to industry professionals.
- Strong interest in Science, Technology and Innovation and with passion for making things
- Excellent interpersonal skills
- Attention to detail and good organizing skills
- Ability to multi-task and solve time-critical problems