

ROYAL UNIVERSITY OF BHUTAN

POSITION PROFILE

1. JOB IDENTIFICATION

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| 1.1 | Position Title: | Laboratory Technician |
| 1.2 | Position Level: | 10 |
| 1.3 | Occupational Group: | Supervisory & Support |
| 1.4 | College/OVC: | College of Natural Resource |

2. MAIN PURPOSE OF THE POSITION:

The main purpose of the position is to operate the Food Science & Technology Lab.

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

- Assist the instructors in preparation of estimate & costing for laboratory repair and development;
- Carry out repair, up gradation, rehabilitation and maintenance of laboratory equipment and facilities etc;
- Assist the instructors to help practical classes as they become senior
- Maintain accurate records of laboratory equipment and facilities and
- Carry out any other task that may be assigned by the supervisor from time to time

4. SPECIFIC ROLES AND RESPONSIBILITIES:

- Provide safety training for users, familiarize students with safety policies, and evaluate their access authorization.
- Maintain list of approved users and supervise their ongoing access.
- 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 Lab infrastructure and operations.
- Balance workload with host institution staff.
- Carry out any task assigned by the supervisor

5. KNOWLEDGE, SKILLS & ABILITIES (KSA) REQUIREMENTS

5.1. Education:

Diploma in Science background

5.2. Experience:

Nil

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