**GEDU COLLEGE OF BUSINESS STUDIES**

**ROYAL UNIVERSITY OF BHUTAN**

**POSITION PROFILE**

1. **JOB IDENTIFICATION**
   1. **Position Title :** Laboratory Assistant
   2. **Position level :** 13
   3. **Occupational Group :** Administrative and Technical Staff
   4. **Mode of Employment :** ConsolidatedFixed-term appointment (without fixed term allowance)
   5. **Term of Office :** 1 Year (renewable based on need)
   6. **College/OVC :** College of Natural Resources
2. **MAIN PURPOSE OF THE POSITION**

The main purpose of the position is to operate the College Science Laboratory.

1. **GENERAL ROLES AND RESPONSIBILITIES**
2. Assist in sample processing and minor test procedures under supervision.
3. Assist in proper sterilization of laboratory wares and supervise the disposal of laboratory wastes.
4. Maintain laboratory equipment and facilities in good condition for practical classes.
5. Maintain an up-to-date record of laboratory stock and consumables.
6. Support the academics in the conduct of practical classes by preparing the labs before the classes and adhering to the instructions of the academics.
7. Monitoring of the lab use by students to maintain health safety and prevent hazards.
8. Receive samples and dispatch them to the concerned unit; and
9. Carry out any other work as assigned by the superiors.
10. **SPECIFIC ROLES AND RESPONSIBILITIES**
11. Maintain a list of approved users and supervise their ongoing access.
12. Maintain lab supplies.
13. Supervise user clean-up and lab housekeeping.
14. Contribute to evaluation and implementation of safety and operating procedures.
15. Ensure machines are properly maintained, troubleshoot problems, repair equipment and repair by outside technicians as needed.
16. Assist with supporting Lab infrastructure and operations.
17. Balance workload with host institution staff.
18. **KNOWLEDGE, SKILLS & ABILITIES (KSA) REQUIREMENTS**
    1. **Education:** Class XII with Science Background
    2. **Experience:** NA
    3. **Knowledge, Skills and Abilities**
       1. Good competency in computing and ICT
       2. Familiarity with design and analytical software
       3. Knowledge of laboratory total quality management (TQM) and planning
       4. Keen interest to teach and work with people of all levels starting from students to industry professionals.
       5. Strong interest in Science, Technology, and Innovation and with passion for making things
       6. Excellent interpersonal skills
       7. Attention to detail and good organizing skills
       8. Ability to multi-task and solve time-critical problems