**ROYAL UNIVERSITY OF BHUTAN**

**POSITION PROFILE**

**1. JOB IDENTIFICATION**

1.1 Position Title: Lab Technician / Lab Assistant

1.2 Position Level: 10/13

1.3 Occupational Group: Administrative & Technical Staff

1.4 College/OVC: College of Natural Resources

1. **MAIN PURPOSE OF THE POSITION***:*

The **main purpose of a Lab Technician/Lab Assistant** is to support the smooth operation of teaching and research laboratories by preparing materials, maintaining equipment, and assisting faculty and students during practical sessions.

**GENERAL ROLES AND RESPONSIBILITIES:**

1. **Laboratory Preparation and Setup**
   * Prepare reagents, equipment, tools, and instruments for laboratory sessions.
   * Set up experimental stations in advance based on class or research requirements.
2. **Support to Teaching and Learning**
   * Assist faculty and students during practical sessions.
   * Demonstrate safe handling of equipment and chemicals where required.
3. **Maintenance of Equipment**
   * Regularly inspect, calibrate, and maintain laboratory equipment.
   * Report and assist in repair/replacement of damaged instruments.
4. **Inventory and Supplies Management**
   * Maintain stock of chemicals, glassware, and consumables.
   * Keep inventory records and initiate procurement when needed.
5. **Laboratory Safety and Cleanliness**
   * Enforce lab safety protocols and use of protective gear.
   * Ensure labs are clean, organized, and compliant with safety standards.
6. **Support to Research Activities**
   * Assist researchers in experimental procedures, data collection, and sample handling.
7. **Recordkeeping and Documentation**
   * Maintain logbooks, safety records, and equipment usage documentation.

**5.1 Education: Class XII with 2 years Diploma in related field**

**5.2 `Experience:** *Nil (recommended but not a prerequisite)*

**5.3 Knowledge Skills and Abilities:**

 **Scientific Principles**

* Basic understanding of subjects relevant to the lab (e.g., biology, chemistry, physics, soil science, environmental science, agriculture).
* Familiarity with laboratory methods and experimental techniques.

 **Laboratory Equipment and Instruments**

* Knowledge of handling, calibrating, and maintaining common lab instruments (e.g., microscopes, spectrophotometers, balances, incubators, pH meters, centrifuges, etc.).

 **Chemical Handling and Preparation**

* Understanding of how to prepare chemical solutions, reagents, and buffers.
* Proper storage, labeling, and disposal of chemicals.

 **Safety and Compliance**

* Familiarity with laboratory safety rules, personal protective equipment (PPE), first aid, and handling of hazardous materials.
* Understanding of Material Safety Data Sheets (MSDS).

 **Sample Collection and Handling**

* Basic knowledge of collecting, labeling, storing, and processing biological or environmental samples.

### ****Technical Skills:****

* Equipment operation and troubleshooting
* Accurate measurement and data recording
* Use of lab software and data entry systems
* Cleaning and sterilization of glassware and instruments
* Inventory and stock management