

**ROYAL GOVERNMENT OF BHUTAN
ROYAL UNIVERSITY OF BHUTAN**

POSITION PROFILE

1. JOB IDENTIFICATION

- 1.1 Position Title: Laboratory Technician**
- 1.2 Position Level: 10**
- 1.3 Occupational Group: Supervisory and Support**
- 1.6 College/OVC: College of Science and Technology**

2. MAIN PURPOSE OF THE POSITION:

- Will be involved in a variety of laboratory experiments within Electronics and Communication Department. The job is to provide all required technical support to enable the laboratory classes to function effectively while adhering to University rules and regulations and safety guidelines.

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

- 110.1 Assist the instructors in preparation of estimate & costing for laboratory repair and development;
- 110.2 Carry out repair, upgradation, rehabilitation and maintenance of laboratory equipment and facilities etc;
- 110.3 Assist the instructors to help practical classes as they become senior;
- 110.4 Maintain accurate records of laboratory equipment and facilities;
- 110.5 Take care of laboratory equipment and facilities; and
- 110.6 Carry out any other task that may be assigned by the supervisor from time to time.

4. SPECIFIC ROLES AND RESPONSIBILITIES: *(Provide list other specific task that is not covered by the Representative Work Activities and list of modules to be taught in the given programme in the case of academics)*

- Assist the tutor/instructor in conducting classes for modules like
 - Radio Frequency and Microwave engineering,
 - Fibre Optic Communication and
 - Antenna and Wave Propagation
- Help the department in managing and maintaining equipment and their records for any of the two labs mentioned above.
- Assist the tutors in updating labs by evaluating tender for equipment and validating the equipment on delivery by testing them.

5. KNOWLEDGE, SKILLS & ABILITIES (KSA) REQUIREMENTS (*Use KSA and Position Profile Matrix in Position Directory as a guide*):

5.1 Education: Class XII with Diploma in Electronics and Communication (2 years or equivalent)

5.2 Experience: Not Necessary (but if they have field experienced, they would be given preference)

5.3 Knowledge Skills and Abilities (*Use KSA in Position Directory*):

<p>Support and Supervisory</p>	<p>Skilled in carrying out routine works efficiently and effectively and are able to use appropriate tools including ICT.</p> <p>Good communication skills in written as well as spoken at least in Dzongkha and English.</p> <p>Knowledge of rules and regulations pertaining to the area of work.</p> <p>Ability to organise information and maintain up-to-date information for administrative and management purposes.</p> <p>Ability to be courteous and able to handle matters in short notice.</p>
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