

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

POSITION PROFILE

1. JOB IDENTIFICATION

- 1.1 Position Title:** *Laboratory Assistant*
- 1.2 Position Level:** *13*
- 1.3 Occupational Group:** *Supervisory and Support*
- 1.6 College/OVC:** *College of Science and Technology*

2. MAIN PURPOSE OF THE POSITION:

- *To look after the Laboratory equipments and assist students and tutor during lab classes*

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

- *Assist in sample processing and minor test procedures under supervision*
- *Assist in proper sterilisation of laboratory wares and supervise disposal of laboratory wastes*
- *Maintain laboratory equipment and facilities in good condition for practical classes*
- *Maintain up-to-date record of laboratory stock and consumables*
- *Support the academics in the conduct of practical classes by preparing the labs before the classes and adhering to the instructions of the academics*
- *Monitoring of the lab use by students to maintain health safety and prevent hazards*
- *Receive samples and dispatch to the concerned unit; and*
- *Carry out any other works as assigned by the superiors*

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)

- *Multitask as and when required*

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

5.1 Education: Class XII , Aggregate : 60 % (with science background).

5.2 Experience: *Preference will be given to experience holder*

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

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