

ROYAL UNIVERSITY OF BHUTAN

POSITION PROFILE

JOB IDENTIFICATION

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| 1.1 | Position Title: | Technician (Mechanical) |
| 1.2 | Position Level: | 10 |
| 1.3 | Occupational Group: | Administrative and Technical |
| 1.4 | College/OVC: | College of Science and Technology, Phuentsholing |

MAIN PURPOSE OF THE POSITION:

To assist the faculty members/instructors with their practical/workshop classes; provide laboratory services to users and take proper care of the laboratory/workshop facilities; perform routine duties and other tasks as and when required by department and college administration.

GENERAL ROLES AND RESPONSIBILITIES

- Assist the instructors in preparation of estimate & costing for laboratory repair and development;
- Carry out repair, upgradation, rehabilitation and maintenance of laboratory equipment and facilities etc;
- Assist the instructors to help practical classes as they become senior;
- Assist the instructors and students with practical projects
- Maintain accurate records of laboratory equipment and facilities;
- Taking care of laboratory equipment and facilities; and
- Carry out any other task that may be assigned by the supervisor from time to time.
- To assist in the improvements of school infrastructures and facilities

SPECIFIC ROLES AND RESPONSIBILITIES:

The Technician recruited through this advertisement should be conversant and confident to conduct practical/workshops of the following modules at the Degree/Diploma level programme in Engineering at any point in time.

Engineering Materials/ Material Science
Mechanics of Materials
Metrology
Workshop Theory & Practice
Sheet metal and welding
Automobile Engineering
Kinematics & Dynamics of Machines
CNC Controls
Conventional Machining Practicals

KNOWLEDGE, SKILLS & ABILITIES (KSA) REQUIREMENTS

Education: Diploma in Mechanical Engineering or equivalent

Experience: Preferences will be given to those with relevant work experience while shortlisting.

Knowledge Skills and Abilities:

The candidates applying for the advertised post should possess the following:

- Ability to carry out practical/workshop efficiently and effectively with qualities.
- Ability to use appropriate tools including ICT
- Good communication skills in written as well as spoken in Dzongkha and English.
- Ability to listen and be open to multiple views, perspective, and feedbacks.

- Ability to organize information and maintain up-to-date record for administration and management purposes.
- Ability to be courteous and able to handle matters in short notice.