



JOB DESCRIPTION & PERSON SPECIFICATION

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| JOB TITLE: Lab Technician | DEPARTMENT: Mechatronics |
| POSITION REPORTS TO: Head of Mechatronics Department | |
| POSITION IS REPORTED BY: NA | |
| MAJOR JOB RESPONSIBILITIES | % of Total Work-load |
| <ol style="list-style-type: none">1. Operating and maintaining equipment in Engineering Workshop.2. Maintains proper logging/entry of all lab equipment in Engineering Workshop.3. To set up labs-benches, equipments as per instructors requirements for experimentation on a regular basis.4. Identify reason for equipment malfunction5. Prepare layouts and drawings6. Helps Faculty and Lab Engineers in conducted experiments as required.7. Help students in design, development and testing of their projects.8. Proper maintenance of lab and equipments as per "Good Lab Practice" requirements.9. Any other chores - pertaining to the overall management and progress of the Mechatronics department. | |
| <u>PERSON SPECIFICATION</u> | |
| (1) Academic Qualification Required DAE (Mechatronics/Mechanical/Electronics/Instrumentation) | |
| (2) Specific Job-related Skills Required <ol style="list-style-type: none">1. Hands on Skills on relevant equipment.2. Problem Solving and Decision Making Skills | |
| (3) Specific Job-related Traits & Behaviors Required <ol style="list-style-type: none">1. Cooperativeness and Coordination2. Control on Cost3. Integrity | |
| (4) Experience Required At least 1 years of experience in the relevant field will be preferred. | |



(Signatures of the Employee)

(Signatures of the HoD)

(Head of Human Resources)