

1. JOB IDENTIFICATION

- 1.1 Position Title : Laboratory Assistant (ICT)
- 1.2 Position Level : Position 12
- 1.3. Occupational Group : Administrative and Technical
- 1.4 College : Paro College of Education, Paro
- 1.5 Terms of Appointment : Regular

2. GENERAL ROLES AND RESPONSIBILITES

- 2.1 Assist the ICT unit in preparation of estimate & costing for laboratory repair and development;
- 2.2 Carry out repair, up-gradation, rehabilitation and maintenance of laboratory equipment and facilities etc;
- 2.3 Assist the instructors to help practical classes as they become senior;
- 2.4 Maintain accurate records of laboratory equipment and facilities;
- 2.5 Assist the ICT associates in networking works in the campus.
- 2.6 Help ICT unit in providing support to the lecturers in the classrooms (Projector connection).
- 2.7 Take care of laboratory equipment and facilities; and
- 2.8 Carry out any other task that may be assigned by the supervisor from time to time.

3. SPECIFIC ROLES AND RESPONSIBILITES

- 3.1 Maintain and take care of all the IT equipment in the computer labs/classrooms and assist ICT unit with networking works.

4. EDUCATION

- 4.1 Class X with 2 years certificate (VTI) in IT/ In-service with Certificate.

5. EXPERIENCE

- 5.1 Relevant experience will be added advantage.