

**Job Description**

**Position Title**
Laboratory Technician

**Department**
Engineering Workshop – School of Science and Engineering

**Reporting Relationship**
Dean for the School of Science and Engineering

**Dated**
August 2015

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**Scope of the Position**

The Laboratory Technician would facilitate the Faculty and the Research Assistant in charge of the laboratory to make sure that all equipment is in working condition, and the required accessories are in stock.

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**Summary of Key Functions**

- Equipment maintenance; should be able to carry out basic repair work including mechanical work
- Maintain an inventory of the laboratory equipment and handling equipment loans
- Maintain a record of all the equipment in the laboratory and its status (age, next required safety check, repairs, etc.)
- Manage the stock control of consumable items
- Provide support for demonstrations
- Make videos and take photos of experiments whenever required by the faculty
- Procure consumable items required for experiments as per faculty’s instruction
- Monitor compliance with health and safety standards, carrying out necessary safety checks on equipment and ensuring that all health and safety procedures are understood and followed correctly
- Security of equipment – prevention of theft, abuse or malicious damage
- Any other job assigned by the faculty

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**Eligibility**

- Preferably D.A.E. or B.Tech. in Mechanical technology or a related discipline
- At least three years of experience of working in a mechanical workshop
- Should be able to communicate in English

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More information about the School of Science and Engineering can be found at http://habib.edu.pk/academics/sse/ Applicants need to submit a cover letter, curriculum vitae, copies of academic documents, and three letters of reference in PDF format to be considered.

The application package can be emailed to minerva.john@habib.edu.pk.

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