



འབྲུག་རྒྱལ་ཁོལ་གཙུག་ལག་སློབ་མཁེ།
རྒྱལ་པོའི་ཞིང་བདེ་དོན་འཕུལ་རིག་མཐོ་རིམ་སློབ་ཁྲུ།



Royal University of Bhutan
Gyalpozhing College of IT



Job Description

1. Title: Computer Lab. Technican
2. Slot : 2
3. Grade: 10
4. Report to: Dean of Academic Affairs

Key duties and responsibilities:

- 1) Assist the instructors in preparation of estimate & costing for laboratory repair and development;
- 2) Carry out repair, up gradation, rehabilitation and maintenance of computer laboratory equipment and facilities etc;
- 3) Assist the faculty/instructors to help practical classes as they become senior;
- 4) Maintain accurate records of laboratory equipment and facilities;
- 5) Take care of laboratory equipment and facilities; and
- 6) Carry out any other task that may be assigned by the supervisor from time to time

Person Specification:

Skills:

- I. Must be organized in the work and do the work meticulously
- II. Must be detailed, giving special attention to each task
- III. Must have strong work ethic and positive approach to the work

Qualification:

- I. Diploma in Information Technology/ Diploma in Information Management Systems