



JOB DESCRIPTION & PERSON SPECIFICATION

JOB TITLE: Lab Engineer	DEPARTMENT: Mechatronics
POSITION REPORTS TO: Head of Mechatronics	
POSITION IS REPORTED BY: N/A	
MAJOR JOB RESPONSIBILITIES	% of Total Work-load
<ol style="list-style-type: none"> 1. Responsible for the installation and maintenance of scientific equipment in Mechatronics Engineering department's labs. 2. Provides technical support i.e. troubleshoot and repair lab equipment that malfunctions or breaks down. 3. Responsible for maintenance of the infrastructure, inventory and storage devices of laboratories. 4. Conducts Lab Sessions as assigned by the department. 5. Suggest/propose new experiments that can add to the knowledge of the students. 6. Prepare lab manuals & update them according to the department and PEC recommendation. 7. Participates with faculty members in projects & contributes technical knowledge for the betterment of the projects. 8. Make sure that lab is available for project use with proper tools and calibrated equipment's. 9. Actively participates in professional development activities such as conferences, workshop, and lectures etc. as deemed appropriate by HoD. 	
<u>PERSON SPECIFICATION</u>	
<p>(1) Academic Qualification Required B.E in relevant field from an HEC recognized University</p>	



(2) Specific Job-related Skills Required

- i. Analytical Skills
- ii. Interpersonal Skills
- iii. Problem-Solving Skill
- iv. Ability to organize the work and meet the deadlines

(3) Specific Job-related Traits & Behaviours Required

- i. Initiative taking and ability to work independently
- ii. Cooperation and Coordination

(4) Experience Required

At least 1 year experience in the related field

(Signatures of the Employee) (Head of Human Resources) (Signatures of the HoD)