

**MISSIONS OF HOPE INTERNATIONAL
JOB DESCRIPTION**

Position: Lab Technician
Reports to: H.O.Ds (Subjects)
Supervises: None
Department: Education
Grade:

OVERALL JOB PURPOSE

The position is responsible for the preparation of instructions and materials used during laboratory experiments and demonstrations. This includes practical equipment and makes up the solutions used in school science labs. The position also includes instructing and assisting teachers with practical skills, including class demonstrations, for advanced techniques across all disciplines.

DUTIES AND RESPONSIBILITIES.

1. Coordination and supervising practical question in all the sciences

- Proper maintenance of practical questions in all the science subject
- Proper maintenance of list of student for any Practical done
- Proper maintenance of file in the lab for all subjects

2. In charge of the schools laboratories

- Availability of updated inventory records of apparatus and equipment
- Availability of file with invoices with the list of purchased apparatus and equipment
- Availability of updated list of all chemicals in stock for partly used and unused

3. In charge of cleanliness, tidiness and maintenance in the laboratories

- Up to date laboratory rule boldly written on a manila paper and displayed in the laboratories
- Cleanliness in the lab(e.g on the side benches, floors, tablets)
- Availability and maintenance of the laboratory charts on the walls
- Cleanliness of apparatus and equipment after use
- Removal of dust and cobwebs on the laboratory wall and other equipment
- Ensure up to date proper maintenance of the list of breakages of apparatus and equipment.
- Availability of first aid kit and fire extinguishers in the laboratories
- Regular inspection in the laboratories and carrying out simple repairs.

4. Examination and chemical preparations

- Preparation of laboratory for examination in time
- Preparation of the stock solution needed for examination in time
- Reporting emergencies in time
- Drawing the order for chemicals ,apparatus and equipment needed for examination in time

5. Conduct any other duties assigned that is related to the profession.

Academic and Professional Qualifications & Experience

- Certificate or Diploma in Science Laboratory technology
- A Major or Minor in Biology, Physics or Chemistry
- At least 2 years work experience

Competencies/Abilities/Skills Required.

- Capability and willingness to take responsibility
- Demonstrates high regards for accuracy and reliability
- Willingness and ability to work in a team environment
- High level of motivation, integrity, commitment to Christian values and professionalism.
- Ability to adapt to cultural and educational diversity in the work place.
- Demonstrate strong practical and organizational skills with the ability to manage your own workload
- Forward planning and the ability to use your initiative
- Excellent scientific and technical knowledge and good IT skills
- Written and oral communication skills to communicate with teaching staff and students
- Ability to cope with competing demands
- A thorough, meticulous approach
- Must have knowledge of safe working practices and adhere to the prescribed lab dress code