

Post: Workshop/Laboratory Assistant

Qualifications: A. A Cambridge School Certificate with at least a pass in a Science subject or Design and Communication or Design and Technology or Passes obtained on one certificate at the General Certificate of Education “Ordinary Level” either (i) in five subjects including English Language and a Science subject or Design and Communication or Design and Technology with at least Grade C in any two subjects or (ii) in six subjects including English Language and a Science subject or Design and Communication or Design and Technology with at least Grade C in any one subject or an equivalent qualification acceptable to the Council of the Institute of Technical Education and Technology.

B. Candidates should be:

- (i) aware of the rudimentary safety precautions needed in workshops/laboratories and capable of using the common hand tools found in a workshop/ laboratory; and
- (ii) computer literate

Candidates should produce written evidence of experience/knowledge claimed.

- Duties:**
1. To prepare, clean and keep in readiness all the equipment of the workshop/laboratory.
 2. To maintain, clean and dust the workshop/laboratory including the window panes.
 3. To be responsible for all tools, their safety use and storage in the workshop/laboratory.
 4. To keep inventories and effect regular stock verifications.
 5. To maintain all tools and equipment including among others, lubricating and sharpening of blades.
 6. To keep a maintenance log book of specialised equipment in workshop/laboratory and liaise with suppliers and contractors for regular maintenance, verification and repairs as and when required.
 7. To assist the Technical Education Officer in the -
 - (i) distribution of tools, materials and other equipment;
 - (ii) control of tools and equipment during practical classes;
 - (iii) collection of tools and equipment after practical classes;
 - (iv) daily routine check of all tools, equipment and materials; and

- (v) maintenance of safety during practical sessions.
- 8. To prepare the workshop/laboratory for practical classes and ensure that it is safe and hazard free for use.
- 9. To ensure adequate supply of gas, water and electricity in the workshop.
- 10. To keep broken and unserviceable items, tools and equipment in safe custody for audit purposes until disposal arrangements are made.
- 11. To help examiners in the preparation of the workshop/laboratory for practical classes.
- 12. To perform such other duties directly related to the main duties listed above or related to the delivery of the output and results expected from the Workshop/Laboratory Assistant in the roles ascribed to him.

Salary:(Negotiable based on qualification and proven work experience)

Minimum /Starting point Rs14,725 (within range Rs14,725 --25,525)