



Person Specification for Lab Technician in Electrical and Electronics Engineering Department

Specification	Essential	Desirable
Knowledge and Qualifications	B.Eng./B. Tech in a Electronics/Electrical/Instrumentation/communication Or in relevant field from a reputable university	
Experience	Technical Expertise/experience in as many as possible of the following fields: <ul style="list-style-type: none"> ➤ Programmable Logic Controller using Siemens PLC/Allen Bradley PLC/Mitsubishi PLC ➤ Sensors Transducers and Actuator Using Proteus ➤ Microcontrollers Applications Group Lab using Arduino IDE ➤ Satellite Communication/communication systems using MATLAB Simulink Toolbox ➤ Signal Processing Circuits ➤ Control Systems Design ➤ Electrical and Electronic principles using PSPICE/LTSPICE/MULTISIM ➤ C/C++ programming ➤ Digital principles/Digital Design using VHDL programming ➤ Simulation Modelling and 3D design/printing ➤ Experience with software (e.g., C/C++, MATLAB, LabVIEW, Python, PSPICE or Proteus, Quartus, Multisim, SolidWorks, FreeCAD, or similar tools) 	Industrial experience Income generation Leading and participating in committees and administration Experience in new technology in learning and teaching including audio/video and virtual learning environment (VLE)
Interpersonal Skills	Team player / leader Prepared to work flexibly Enthusiastic about teaching and education Ability to teach at different levels Committed to highest standards in teaching and research	
Research	Experience in conducting applied and theoretical research relevant to the subject above	Publications in refereed international journals Ability to attract research funding



JOB DESCRIPTION

Lab Technician/Lab Demonstrator

Grade: Lab Technician

Reporting to: Head of Electrical and Electronics Department

Post Holder: Lab Technician in Electrical and Electronics Department

Salary and Benefits: As per contract

Effective Start Date: 1st September 2026 (appraised annually)

Description

The Academic Departments of the College are governed and managed by the Academic Head of Department. Academic Lab Technician grade is located within the Academic Departments. The Lab Technician positions are responsible to the Heads of Academic Department for the following: (1) learning and Demonstration, (2) student academic support, (3) student engagement, (4) monitoring student attendance, (5) supporting activities aimed at recruitment of students, (6) developing personal and department research and scholarship, (7) developing networks and collaborations with professional bodies, industry and the community, and (8) using all forms of educational technology and learning management support platforms to support the process of learning, teaching, assessment, student academic support. (9) Lab Technicians are required to maintain the stock register for each designated lab to them. They should ensure each lab has sufficient lab equipment and usable materials according to the expected enrolment before the start of the semester. (10) They are required to request the module leaders to submit the lab resources before the purchase committee. Lab Technicians are to liaise with suppliers to forward at least three quotations for each item to the committee members. All the above must conform to the quality assurance standards and procedures set by the College, the external quality assurance bodies, the Ministry of HERI, and any franchise partner regulations and policies. Lab Technician/Lab Demonstrator are expected to maintain academic standards, ensure Labs are fair and consistent, within quality assurance regulations and procedures, and attend/represent their Laboratory courses/modules as allocated.

NOTE: The below duties and responsibilities comprise XXX for Lab Technician Grade.



Duties and Responsibilities (Lab Technician)

1. Prepare and delivering structured Laboratory modules with clearly defined aims, objectives, and learning outcomes, and assessment methods, all within prescribed awarding body guidelines and templates.
2. Delivering Laboratory/Small scale projects individually, or in collaboration with other academic staff, in English and through pedagogies suited to the experience and level of understanding of the students.
3. Marking Lab Logbooks/assessments, using methods and styles of coursework and examination assessment, aligned to approved and effective marking and assessment protocols, rubrics, and marking schemes.
4. Ensuring that quality assurance standards are maintained, and complied with, in all teaching, learning, assessment, and student support and guidance, activities.
5. Maintaining, verifying, and communicating, accurate records of student attendance, updating inventory records and assessment marks/grades in compliance with the Registry, Admissions, and Registration Office (RARO) requirements and the requirements of any awarding bodies.
6. Providing timely, accurate, appropriate, and useful, written feedback to students on all forms of Log books/assessment in line with College and awarding body policies, practices, and procedures.
7. Delivering quality Lab teaching, and learning environments, that support students to attain the learning outcomes of the course/module and support students to achieve the maximum of their individual ability.
8. Maintaining and/or improving the reputation of the discipline field of the academic department at national and international level; and participating in developing new and innovative academic programs of study with the Head of Department.
9. Ensuring punctuality and commitment to time-tabled activities for all teaching, learning and assessment sessions; and be readily available for consultation by staff and students during academic semesters.
10. Attending all Department and College meetings and committees as required on request or as formal members of committees.



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11. Undertaking academic administration duties within the Department and College as required by the Head of Department; and providing reports and other information by due dates as required by the Head of Department.
12. Engaging with College and Department staff development activities and events; and fully engaging in the College Staff Appraisal Scheme, and classroom teaching observation schemes, within the published College processes, procedures, regulations, and policies.
13. Engaging in student recruitment and admissions activities and events, as requested, and required, on behalf of the Academic Department and the College.
14. Engaging in academic department reviews to enhance the effectiveness, efficiency and reputation of the Academic Department and the College.
15. Ensuring compliance with the College's Staff Code of Conduct and the College's Disciplinary and Grievance Procedures for staff and students as approved and published by the College.

Education, Qualifications, Person Specification, and Skills (Lecturer):

1. Experience and ability to demonstrate laboratory tasks/small scale projects for Undergraduate degree-level, assessment, and student support.
2. Possess an Undergraduate degree in the relevant subject area from a recognized local or international Higher Education institution.
3. Must have excellent verbal and written communication skills, interpersonal and diplomatic skills; with experience of delivering learning, teaching, and assessment, in higher education.

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