

TERMS OF REFERENCES FOR LABORATORY ATTENDANT (ESP), NRSTL, ARDC, BAJO

1. Job identification

1.1	Position Title	Laboratory Attendant/ESP
1.2	Major Occupational Group	Elementary Service Personnel (ESP)
1.3	Sub Group	NA
1.4	Position level	NA
1.5	Job Code No.	NA
1.6	Job Location	Wangdue Phodrang
1.7	Agency	Ministry of Agriculture & Forest
1.8	Division	Department of Agriculture
1.9	Section/Unit	Administration Sector, ARDC, Bajo & ARDSC, Tsirang
1.10	Official Title of Supervisor	Program Director

2. Duties and responsibilities

Following are the specific job responsibilities in general which mostly involves physical works on daily basis.

- 2.1 Report to Research Officer In-Charge, Program Director, RDC, Bajo and Administrative Officer,
- 2.2 General care/maintenance of microscopes and bench equipment,
- 2.3 Defrosting of freezers, regulate and maintain cold chambers,
- 2.4 Monitoring and reporting to the NRSTL in-charge for any infringements of laboratory regulations/practices within the lab,
- 2.5 Prepare growing media as per the instructions,
- 2.6 Utilize, operate and maintain the relevant equipment and supplies carefully and according to the instructions,
- 2.7 Follow strictly hygiene and safety procedures, including disinfection, sterilization and emergency activities as well as other standard operating procedures related to the work,
- 2.8 Maintain records and registers of the laboratory including data generated on seed testing,
- 2.9 Participate in field trainings/nursery works and other awareness education programs,
- 2.10 Sweep/Cleaning of laboratory work surfaces,
- 2.11 Cleaning of offices/Store rooms, equipment and other laboratory buildings every day and maintain good hygiene and cleanliness,
- 2.12 Emptying of waste bags disposing of hazardous materials safely to designated place,
- 2.13 Sweep/clean laboratory office compound every day and maintain good hygiene and cleanliness,
- 2.14 Sweep/clean wash rooms/toilets of laboratory every day and maintain good hygiene and cleanliness,
- 2.15 Assist in implementation of field activities,
- 2.16 Carry out flower gardening and maintain laboratory gardens neat and clean,
- 2.17 Lock and open laboratory offices and other laboratory buildings every day,
- 2.18 Collect and reach officials letters and other assignments from administration,

- 2.19 Attend other secretarial works of the laboratory and
- 2.20 Carry out any other works instructed by the Research Officer In-Charge, Program Director and other staff of the Centre.

Affirmation statement:

I Mr/Ms/Mrs from
.....Dzongkhag, Gewog,
.....village, bearing CID No have gone through the above
Terms of References (ToR)/job responsibilities, and respectfully commit to abide by the above
norms. In the event of my failure to abide by the above norms, administrative actions be taken as
per the existing Bhutan Civil Service Rules.

Name and Signature of the employee

Date: