



ཐུལ་ཁམས་སྲིད་ལས་འཛིན་ཚོང་ཁུངས་

State Mining Corporation Limited



Terms of Reference for Laboratory Technician

Background

State Mining Corporation Limited (SMC) is the newest subsidiary company of the Druk Holding and Investments (DHI) Limited. It is incorporated under the Companies Act of Kingdom of Bhutan on 31st December 2014. Its primary mandate is to explore mineral resources and carry out mining activities for both export and serving the local industries. SMCL has its registered corporate office at Samtse town.

General Responsibilities

Laboratory Technician shall collect samples, process, and conduct laboratory test procedures, maintain equipment and ensure proper laboratory hygiene and sterility.

Job responsibilities

- Collect/receive coal samples and proper storage
- Do chemical and physical test of the minerals (coal)
- Filing and maintenance of records.
- Maintain sterility, cleanliness and hygiene in the laboratory.
- Operate laboratory equipment and do routine maintenance of lab equipment.
- Preparation of laboratory reports and submit to supervisor regularly.
- Any other work as assigned by the supervisor.

Education & Experience Criteria

He/she must/should have: Class X with relevant training certificate plus 6 months working experience in laboratory or Class XII with relevant training certificate (fresh) in relevant field

Person Specifications & Attributes

Additionally, he/she must have:

- Knowledge, skills and experience in verbal and written communication;
- Ability to read, write and compute effectively;
- Strong ability to organize and prioritize workloads and meet deadlines and,

Other requirements

- SMC application form indicating clearly the post applied for;
- Curriculum Vitae (CV) clearly indicating requirements referred to above;
- 1 referrals/recommendation letters from non-family related referees and,
- Copies of (1) Academic Transcripts, (2) Security Clearance Certificate (online printout), (3) Medical Fitness Certificate, (4) Citizenship Identity Card.



ཐུལ་ཁམས་སྐྱོད་ལས་འཛོལ་ཚོང་ཁུངས་

State Mining Corporation Limited



Employment Type

Regular

Salary & Others Benefits

Salary and benefits shall be as per existing SMCL pay structure and SMCL HR Manual.

Application dateline

The application deadline is on or before 7th August 2019 before 5.00pm.

I, _____, hereby acknowledge receipt of the Lab Technician's job description for State Mining Corporation Limited. It is my responsibility to review this job description and ensure that I am familiar with its contents and comply with all requirements, duties, rules and procedures.

Note:

The statements provided above are intended to describe the general nature and level of work that an employee shall perform and is not a complete list of responsibilities, duties, and skills required.