



VACANCY ANNOUNCEMENT

ANNOUNCEMENT NUMBER:	STEM#2020/04
POSITION:	Lab Technician (1 position)
OPENING DATE:	November 17, 2020
CLOSING DATE:	November 27, 2020
WORK HOURS:	Full-time, 40hours/week
DURATION:	One-year renewable

The International University of Grand-Bassam is seeking a candidate to fill the position of **Lab Technician**.

IUGB Profile

The International University of Grand-Bassam (IUGB) is a private, publicly assisted institution, which offers an American curriculum in English. It opened in 2005, and, by the signing of Decree 2007-499 on May 16, 2007, was formally accredited as a University within the Côte d'Ivoire higher education system. Envisioned as a Regional Center of Excellence in Higher Education in Africa, IUGB's mission is to provide internationally recognized higher education through technology-enhanced English medium instruction in fields critical for regional development, international success and life-long learning.

BASIC FUNCTIONS OF POSITION

The teaching Lab technician is tasked with supporting the work of science instructors and their students to ensure that they:

- Make the best use of the time they spend in the laboratory;
- Use equipment safely;
- Accurately record the results of their work.

The role mainly involves providing technical support, ensuring that the equipment is functioning properly and is ready to use, and that the right materials are available for particular lessons. Nevertheless, the technician needs to be able to work closely with students to explain or demonstrate experiments or how to use equipments, as well as helping teachers with a class and supporting individual students on research projects.

QUALIFICATIONS AND SKILLS REQUIRED

All applicants must address each selection criterion detailed below with specific and comprehensive information supporting each item.

- Minimum Bachelor's degree from a recognized university, with a major in chemistry, biology or a closely related field with a minimum of 2 years' experience in a similar position.
- Liaising with academic staff to discuss timetables, equipment requirements and work plans;



- Running trials of experiments prior to classes and then demonstrating techniques for experiments;
- Preparing equipment and chemicals before lessons - from test tubes to state-of-the-art microscopes;
- Maintaining and repairing equipment and laboratory apparatus;
- Record keeping, e.g. for students' practical sessions, tracking methods, results, etc;
- Ensuring that equipment is properly cleaned and that chemicals, drugs and other materials are appropriately stored;
- Supporting the work of faculty in classes and laboratory sessions and giving technical advice to staff and students;
- Working with individual students and supporting them on research projects;
- Managing the stock control of chemicals and equipment;
- Ensuring that all health and safety procedures are understood and followed correctly;
- Coordinating work in the laboratory to ensure efficient use is made of expensive pieces of equipment.

Required Knowledge, Skills and Abilities

Knowledge of:

- Basic principles of biochemistry, organic and inorganic chemistry
- Scientific laboratory procedures and techniques used in a chemistry laboratory
- Scientific laboratory equipment and apparatus
- Scientific methods of measurements
- Health and safety practices and precautions applicable to a chemistry laboratory
- Capabilities of computer systems, software, and hardware common to instructional laboratories
- Principles of recordkeeping

Ability to:

- Provide instructional assistance to students and instructional staff
- Follow complex instructions and formulae in the preparation and construction of media and equipment set-ups
- Prepare chemical and reagent solutions, extracts, and dilutions to specifications
- Effectively and safely operate, adapt, and maintain scientific equipment
- Perform minor repairs and adjustments to a variety of laboratory equipment
- Stay abreast of technical subjects, practices, and developments in the field of chemistry
- Keep detailed and precise records
- Maintain an inventory of equipment and tools
- Work effectively and cooperatively with students and instructional staff
- Give clear and concise instructions
- Effectively utilize computer hardware and software
- Learn general and specialized software applications



And also

- Ability to communicate in English and French (oral and written)
- Knowledge of Computer equipment and software
- Effective oral and written communication skills
- Effective time management skills
- Effective organizational skills
- Ability to establish and maintain effective working relationships
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- Ability to provide customer service even when under deadline and other pressure.
- Knowledge of issues and best practices in HR procedures and methods in an academic environment.
- Excellent oral and written communication skills in both English and French; capacity to deal confidently and courteously with people at all levels (faculty, staff and students)
- Ability to work with and maintain confidential information,
- Ability to use independent judgment and take initiative. Sound analytical and problem solving skills.
- Ability to work independently with minimal supervision and collaboratively as part of team. Ability to work with a high degree of accuracy and attention to detail.
- Experience in delivering presentations or facilitating training to small groups.
- Excellent computer skills

SUBMIT APPLICATION TO:

International University of Grand-Bassam Human Resources Office Attention: Human Resources Manager BP 564 Grand-Bassam Fax: (225) 21.30.34.83 Or Via email to: iugbhr@iugb.edu.ci	POINT OF CONTACT International University of Grand-Bassam Human Resources Office Tel: (225) 21.30.36.40 / 21.30.34.57 Fax: (225) 21.30.34.83
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Important Notice: Applicants *MUST* submit a current resume and a cover letter. Copies of both education documents and working experience must be attached to your application. When submitting your application via email, please always start the subject line with the Vacancy Announcement's number followed by the position title. **E.g.:** VA STEM#2020/04, Lab Technician