



འཛིགས་མེད་དབང་ཕྱག་སྒྲིག་མེ་སྟོང་བདར་སྤེལ་ཁང་།
ལས་མེ་འཆར་གཞི་དང་རིག་ཆལ་གོང་འཕེལ་ལས་ཁུངས།

Jigme Wangchuck Power Training Institute

Department of Workforce Planning and Skills Development
Ministry of Education and Skills Development
Dekiling: Sarpang



Terms of Reference (ToR) for Electrical Lab Technician

The Electrical Lab Technician shall be responsible for managing and maintaining the electrical laboratories to support effective practical training for trainees. The key duties include:

1. **Lab Setup and Maintenance:** Prepare, set up, and maintain electrical lab equipment, tools, and instruments for practical sessions.
2. **Equipment Operation Support:** Assist trainers and trainees in operating electrical devices and lab apparatus safely and effectively.
3. **Troubleshooting and Repairs:** Identify malfunctions in lab equipment and carry out minor repairs or report major issues.
4. **Safety Compliance:** Ensure lab safety standards are followed, including proper handling of electrical components and protective measures.
5. **Inventory Management:** Maintain records of lab equipment, materials, and consumables; monitor stock levels and report shortages.
6. **Practical Session Support:** Help conduct practical exercises, demonstrations, and experiments in line with the training curriculum.
7. **Documentation:** Keep logs of lab activities, maintenance work, and equipment usage.
8. **Coordination:** Work closely with trainers to ensure labs are ready and fully functional for scheduled sessions.
9. **Additional Duties:** Perform any other responsibilities assigned by the institute management related to lab operations.

(Karma Dorji)
Training Director
JWPTI