



Job Title	Technical Assistant
Department/Institute	Institute of Applied Sciences
Reporting to	Director of Institute
Main Objective	Responsible for providing a technical service to the Institute

DUTIES AND RESPONSIBILITIES:

1. Provide the Institute Management and line managers with technical information as required for the smooth day-to-day running of business;
2. Plan and maintain an inventory of equipment, consumables, chemicals and other relevant materials;
3. Plan and maintain stock levels and collaborate in all stock checks;
4. Ensure s/he is in possession of the knowledge of technical terms of operations;
5. Streamline as necessary the technical operations proposing where possible reduction in costs and expenses;
6. To plan and carry out the necessary preparatory work for lessons/practical sessions under the direction of the Institute Management, Lecturer or the College Management;
7. To carry out the preparation of student pre-packs for course projects and practical assignments;
8. To operate and maintain fixed or moveable equipment owned or used by the Institute ;
9. To plan and coordinate his or her day to day activities in the spirit of efficiency and effectiveness and in collaboration with the lecturer to ensure best use of resources;
10. To clear away material and store equipment in a safe and appropriate manner after use;

11. To undertake/assist in the procurement process relating to preventative maintenance, fault-diagnose, apparatus and equipment repairs, and any refurbishment work as instructed by Institute Management and that may be required by the Institute Management, Lecturer or the College Management;
12. To write fault reports and maintain up-to-date and detailed records;
13. To assist in the construction of test pieces, demonstration pieces and demonstration models as may be appropriate;
14. To promote and maintain satisfactory standards of safety and security in accordance with International Standards and the College policy as may apply;
15. To ensure that all operational health and safety regulations and standards as issued by the appropriate authority are adhered to inside or outside of the College premises;
16. To advise students in the classroom if / as directed by the lecturer in charge and under his/her overall supervision and responsibility;
17. To provide support to students with their projects.
18. To maintain professional relations with students at all times.
19. The list of duties can change according to the exigencies and demands of MCAST within the same grade of the post.