

Overall Job Description:

The Analyst shall be primarily responsible to manage the daily operation and maintenance of the Super Fab Lab. S/he shall also be involved in managing projects and shall be conducting various activities to train and educate the users of Super Fab Lab. S/he shall work under the direct supervision of the Sr. Analyst of Innovation and Technology Dept.

Specific Responsibilities:

His/her specific responsibilities are as follows:

- Design activities, teach, and support/mentor students and users in the Fab Lab to learn the skills of digital design and fabrication and help them make prototypes, products and projects.
- Mentor and support technical design and fabrication of digital fabrication projects.
- Ensure Fab Lab equipment are maintained properly.
- Oversee the development of programs in the lab for college students, high, middle and lower secondary students and members of the public.
- In accordance with guidelines issued by supervisory bodies, provide oversight for the training of teachers and run training programs as needed.
- Coordinate day-to-day Fab Lab operations including managing inventory of consumables and spare parts in accordance with the annual budget.
- Oversee the creation and/or adoption of appropriate protocols and procedures to authorize/permit necessary equipment usage by Fab Lab visitors/customers/students.
- Oversee the creation and/or adoption of appropriate safety protocols for the Fab Lab that meet or exceed accepted standards.
- Carry out strategic planning and annual planning, and budgeting initiatives for the Fab Lab.
- Provide systematic monitoring of Fab Lab user satisfaction and, in accordance with the host organisation as needed in the data collection and reporting requirements related to meeting the goals and objectives of the Fab Lab.
- Participate in meetings and conferences as required.
- Provide periodic reports on Fab Lab activities to supervisory bodies.
- Stay current with fabrication technology and maintains personal proficiency with design and fabrications skills and Fab Lab machines and equipment.
- Oversee and curate displays of exemplary Fab Lab creations, designs and prototypes to showcase Fab Lab invention and innovation by users.
- Participate in marketing and educational efforts to highlight Fab Lab opportunities for individuals, entrepreneurs, businesses, educational institutions and others.
- Carry out other duties as assigned by head of host organisation.

Education & Experience Criteria:

- Bachelor's degree in Engineering (Mechanical/Electronics and Communication), with a min. of 50% aggregate.
- Minimum 5 years of relevant work experience (excluding the study period). Min. of 3 years of work experience (excluding the study period) if the applicant has Master's degree.
- Previous experience in managing/directing/leading environment is strongly preferred.
- Ability to design, organize and manage complex projects involving state-of-the-art fabrication technology is desirable.
- Strong interpersonal and communication skills are required.
- Previous teaching experience is preferred.
- A demonstrated desire through teaching, lecturing and/or mentoring to seek and pass on knowledge to others is required.
- Proficiency in common desktop applications (e.g., web browsing, word processing, image editing, etc) is required. Familiarity with CAD/CAM and/or PCB Design software preferred.
- Desired experience in running and maintaining PCs and LANs (home experience is sufficient).

Person Specifications & Attributes:

Additionally, he/she must have:

- Highly advanced diagnostic and problem-solving skills
- In-depth understanding of diverse computer systems and networks
- High integrity/ethics and strong ability to work in a team
- Excellent communication ability.

Other requirements:

- DHI application form
- Curriculum Vitae (CV)
- 2 referrals/recommendation letters from non-family related referees
- Copies of (1) Degree Certificates, (2) Academic Transcripts, (3) Security Clearance Certificate, (4) Medical Fitness Certificate, and (5) Citizenship Identity Card
- **During the interview, you are required to demonstrate any prototypes or projects that you have undertaken.**

Employment Type:

- Regular

Salary & Others Benefits:

- Salary and benefits shall be fixed within the existing DHI pay scales & in line with the DHI Service rules.