

Overall Job Description:

The Associate Analyst will work with the Analyst to operate and manage the Super Fablab. S/he will be the main expert on the machines and how to operate them. S/he will ensure that the machines and facilities are up and running all the time, and support users of the facilities. S/he will be mainly concerned with operations, maintenance and troubleshooting, machine demonstrations, maintaining supplies, and conducting user trainings. The Associate

Specific Responsibilities:

His/her specific responsibilities are as follows:

- Provide basic trainings on Fab Lab and how to utilize the equipment to users.
- Provide safety training for shop users, familiarize students with safety policies, and evaluate their access authorization.
- Maintain lists of approved users and supervise their ongoing access.
- Provide consultation for users regarding fabrication projects and procedures. Share best practices as well as assist users.
- Master and teach new Lab capabilities for all lab equipment and design tools.
- Maintain Lab supplies.
- Supervise user clean-up and Lab housekeeping.
- Contribute to evaluation and implementation of safety and operating procedures.
- Ensure machines are properly maintained, troubleshoot problems, repair equipment and arrange for repairs by outside technicians as needed.
- Develop and document fabrication processes and software workflows.
- Assist with supporting Fab Lab infrastructure and operations.
- Load-balance workloads with host institution staff.
- Carry out any other tasks assigned by the Fablab Manager

Education & Experience Criteria:

- Bachelor's degree in Engineering (Mechanical/Electronics and Communication) with a min. of 60% aggregate. Min of 70% in Class XII (aggregate of English and four best subjects) and 70% in Class X (aggregate of all subjects).
- 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.
- A demonstrated desire 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.