

Job Card

- Job title: Employee of Education Services and Labs Unit.

Job Reference

- Manager of Education Services and Labs Unit.

Job Summary

- Follow-up the classes and labs and prepare the equipment requests related to the different labs.

Job Description

- Follow-up the forms related to equipment and labs prepared by the General Education Service Administration and convey them to the related areas.
- Check the unused or faulty equipment in the scientific departments and inform the related areas.
- Perform of any other work, related to his job, assigned to him by the Manager of Education Services and Labs Unit.

Qualifications and Experiences

- General certificate of secondary school at least.
- One year experience at least in education services.

Skills and Abilities

- Competent to perform the required tasks.
- Willing to take responsibility.
- Skilled in communication with others.
- Fluent in written, read and spoken English.
- Proficient in using computer.