Kathmandu University (KU) is an autonomous, not-for-profit institution of higher learning dedicated to maintaining high standards of academic excellence. Pursuing the mission of providing quality education for leadership and leadership in quality education, KU is in the forefront of knowledge industry in the fields of science, engineering, management, education, arts, law, humanities, and medical sciences.

KU is looking for committed, competent, and qualified Nepali professionals to take up permanent non-teaching positions in its Central Office and Schools.

**Position:** Lab Foreman (Technical Area) (S1)

**Required Number:** One

**Job Description:**
- Prepare materials and subjects for testing
- Prepare layout; installation; operation; maintenance; modification; and testing of components; apparatus and equipment.
- Sets up and operates equipment; test apparatus; test equipment; diagnostic devices and related equipment.
- Maintain records of the equipment’s and materials of the lab
- Organizes laboratory spaces and cleans processing equipment.
- Assist the students and faculty in the lab

**Minimum Qualification Required**

Three years diploma in related technical areas from recognized institution / university (Second Division)

OR

TSLC/ SLC (Second Division) and two years diploma training in related area from a recognized institution / university + one years of work experience in related areas

**Competencies**
- Knowledge about equipment’s, apparatus, chemicals
- Ability to communicate, negotiate and maintain relations with employees,
- write reports of standards both in English and Nepali

**Professional Experience and Critical Attributes**
- Helping and problem- solving orientation, supportive behavior, patience, stress tolerance, interpersonal orientation, development orientation.

**Documents required:** Attested copies of mark sheets of all academic qualifications/ transcripts, citizenship certificate, work and professional experience certificates (both existing and previous), training certificates. Three recent PP size photographs should also be attached, and six copies of Curriculum Vitae

Potential candidates will require completing an application form available from July 10, 2016 on payment of Rs. 500 from Kathmandu University Central Office, Dhulikhel (Tel # 011 66 13 99/ 011 66 15 11) from 10 AM to 3
PM on working days. Application form can also be downloaded from KU webpage. The completed application form must be submitted along with necessary documents not later than July 31, 2016 to KU Central Office, Dhulikhel, Kavre.

The shortlisted candidate must make a payment of cognitive and performance test, group discussion and interview fee of Rs.1000 for Support staff at the time of collecting admit card.

Salary and benefits will be as per the rule of the University.

Only short-listed candidates will be contacted for further selection process as per the KU selection guidelines.

Registrar
Kathmandu University
Dhulikhel, Kavre
Phone: (011)661399, www.ku.edu.np