

Bioprospecting and ABS Contract Recruitment under Chanel PD Funding

Terms of Reference for Laboratory and BP Assistant

Job Title: Laboratory and BP Assistant [Equivalent to S5A]

Job Location: National Biodiversity Centre, Serbithang, Thimphu

INTRODUCTION/RATIONAL

The National Biodiversity Centre on behalf of the Ministry and Chanel PB has signed the scoping agreement on 24/12 2013 under the ABS regime to access and conduct research on Bhutanese Biological resources. In line with the scoping agreement, a development agreement was signed on 1st September 2014 to execute the article 5 of the scoping agreement. Under the development agreement, Chanel PB would be funding their research program through NBC.

Based on the signed agreement, new contract staffs would be recruited at NBC to carry out the research and help in implementation of the outlined activities of the collaboration. The funding for the recruit would be borne by Chanel PB.

PURPOSE, DUTIES AND RESPONSIBILITIES

Purpose: To assist or facilitate in the research and activities of the collaboration between Chanel PB and NBC.

Duties and Responsibilities: Under the guidance and supervision of the Head, BP and ABS Program the Laboratory and BP Assistant will carry out the following tasks:

- ✓ Conduct plant extraction at the BP laboratory.
- ✓ Drying of the plant samples
- ✓ Grinding of the plant samples
- ✓ Processing for plant extraction
- ✓ Cleaning and maintenance of the BP lab, grinding room, glassware and equipments
- ✓ Stock entry of the Chemicals and equipments
- ✓ Preparation of the laboratory reagents
- ✓ TK data entry and maintenance of the laboratory logs
- ✓ Maintenance of the medicinal Herbarium and
- ✓ Perform other miscellaneous office works (e.g. filing, follow ups, meetings, paper works etc.)
- ✓ Assist and collaborate in assignments to other staffs within the Divisions as and when necessary.
- ✓ Carry out any other tasks assigned by supervisors.

QUALIFICATION & KNOWLEDGE REQUIREMENT

- Class 12 science pass (Science)
- Preference will be given to candidate with laboratory works experience and skills
- Punctual and good language skills
- Very good inter-personal skills
- Proficiency in the use of computer software such as MS Word, MS Excel and MS Publisher

TERM

He/She will be on contract commencing from March 2015 till February 2017.

SALARY

Particulars	Estimate	Remarks
Basic Salary	11125	
30% contract allowance	3337.5	
Total salary per month	14462.5	