



SEAMEO RECSAM, Southeast Asian Ministers of Education Organization-Regional Centre for Education in Science and Mathematics, was established in 1967 to nurture and enhance the quality of science, mathematics and technology education in the SEAMEO Member Countries. We have achieved national, regional and international recognition as a Centre of Excellence.

Our Mission: To promote and enhance Science and Mathematics Education in the SEAMEO member countries.
Our Vision: Leading Centre for quality science and mathematics education.

**We are now inviting qualified and motivated Malaysians to join us as:
TECHNICAL ASSISTANT (Contract) – (Science Lab)**

SALARY SCHEME	RS6 Grade 2
SALARY	RM 1,545.00 – RM 4,821.00
ALLOWANCES	Service Allowance : RM 115.00 Housing Allowance : RM 300.00 Cost of Living Allowance : RM 350.00

REQUIREMENTS

- 1) Qualifications:
 - a. Minimum SPM or Diploma/Professional Certificate in a related field or equivalent will be an added advantage
 - b. Experienced working in a Science Laboratory is preferred.
- 2) Skills:
 - a. Basic knowledge of the use and maintenance of equipment in Science Laboratory
 - b. Ability to troubleshoot technical problems quickly and accurately.
 - c. Ability to handle equipment with care and safety.
 - d. Strong communication skills to guide users effectively.
- 3) Personal Traits:
 - a. Detail-oriented, responsible, and disciplined.
 - b. Ability to work independently and as part of a team.
 - c. A strong interest in technology and manufacturing.

APPLICATION

- 1) Application forms can be obtained from Administration (Service), SEAMEO RECSAM during office hours or via website <http://www.recsam.edu.my/index.php/about-us/vacancy>
- 2) Completed application forms, together with certified true copies of relevant certificates and documents, must be forwarded in a sealed envelope sized 229mm x 324 mm and addressed to:

**Director
SEAMEO RECSAM
Jalan Sultan Azlan Shah
11700 Gelugor
Pulau Pinang**

- 3) Please indicate on the upper left corner of the envelope the post applied and the closing date. Proof of posting is not proof of receipt.
- 4) Only qualified applicants will be called for interview. Candidates who do not receive any replies three (3) months after the closing date may consider their applications unsuccessful.
- 5) Closing date: **28 February 2025**

Technical Assistant (Science Lab), RS6

Division: Training & Research Division

Unit: Science

Qualification: *Sijil Pelajaran Malaysia (SPM)*

Work Experience: *With vocational experience*

Job Description:

1. Provide technical Support services – science laboratories
 - i) To assist the Deputy Director (T&R) , and other academics staff in the running of courses, programmes and Centre’s projects and other on –going activities
 - ii) To assist in the preparation of technical materials, services, chemicals and equipment for course and programmes that are conducted by the Centre
 - iii) To provide technical support of the setting up of interfacing equipment including maintenance and troubleshooting
 - iv) To provide technical support , maintenance and trouble-shooting to all the computers in the laboratory
 - v) To perform other duties, when necessary, related to the technical support
2. Supervision and maintenance of science Laboratories and Laboratories Stores and ancillary areas
 - i) To maintaining and ensuring that all science apparatus, chemicals and computer facility and all other facilities in the laboratory are complete and in good condition, so that the laboratory can be used by the on-going course/workshops/activities in the Centre throughout the year
 - ii) To providing up to date inventory of laboratory and submitting request of software and hardware, for practical, efficient and safe working environment
 - iii) To maintain the cleanliness of all the science laboratories and surrounding areas
3. Other duties
 - i) To keep up to date records of all laboratory stocks, furniture and equipment.
 - ii) To check that all security, fire-fighting and first aid equipment are in good working condition and ready for use when needed.
 - iii) To be responsible for the safety of all laboratory equipment, apparatus, chemicals and furniture
 - iv) To enforce the rules and regulations pertaining to science laboratories are adhered to by all laboratory users
 - v) To do stock taking/loan records/replenishing/coordinating and organizing of course requisitions and quotations.
 - vi) To secure in opening/closing and supervising of course rooms/laboratories and set-up of equipment/materials and installing of relevant mathematics software programs.
4. To assist classes in laboratory activities and outdoor science activities preparations.
5. To assist Deputy Director (T&R) and Course Supervisors in planning, developing and implementation of Centre’s regular, customized and other relevant courses/seminars/workshops/conferences and activities involving the Training & Research Division.
6. To assists the Division and Visiting Consultants in the daily administration work (e.g. photocopying, sorting, collating, stapling, binding, designing of layout, paste-up work on handouts/worksheets/cards and other relevant materials related to science, including lecturers/consultants handouts and course participants project work and assignments).
7. To undertake any other duties as instructed by the Specialist, Course Supervisor, Deputy Director (T&R) and Centre Director