

**JOB DESCRIPTION (NON - SUPERVISORY)**

1. JOB DETAILS	
Job Title :	Senior Technician - Laboratory
Job Reference No. :	CLP/N016
Job Holder's Name :	
Reports to :	Laboratory Supervisor
Department :	Carbon, Laboratory, Port (CLP)
Location :	EMAL – Taweelah Smelter
Grade :	9
Prepared / Revised on :	26 January 2010

2. JOB PURPOSE
<p>To provide proficient chemical and physical analysis by both wet chemical and instrumental methods on various raw and process materials in accordance to Emal laboratory procedures.</p> <p>Assist departmental team in routine and non routine activities to ensure sample analysis made available on time.</p>

3. JOB DIMENSIONS		
Number of staff supervised :	Direct Reports :	-
	Indirect Reports :	Lab Assistants
Key Financial Dimensions :	-	



4. KEY ACCOUNTABILITIES :

- Conduct chemical and physical analysis of various materials and metals to ensure required quality is achieved.
- Recommend process chemical setting/adjustment to respective operation department to make further improvements in processes.
- Perform stability and calibration analysis to ensure accuracy of the equipments.
- Interpret test & analysis results and generate report for comparison and further improvement.
- Maintain a record of all results obtained, and report abnormalities to the Supervisor/Chemist for further feedback to concern departments.
- Investigates any abnormal results by carrying out duplicate analysis, checking instrument calibration or running standard samples to ensure accuracy of the test and smooth operation of the plant for quality metal production.
- Ensure compliance with company safety policy and procedures.
- Maintain the laboratory in a good housekeeping state and follow EHS standards

5. JOB CONTEXT :

- The job holder receives instructions from the Supervisor/Chemist, Central Laboratory on operational requirement and maintains informal contact on daily basis. All analysis targets and parameters set by the Supervisor/Chemist and the job holder responsibility is to ensure these targets are achieved in accordance with the specified standard.
- The job holder is responsible to conduct routine and non routine analysis as requested by different departments for operational requirement.
- The knowledge and experience required for the position is that gained through working as Assist. Lab and supplement by Chemical Diploma.



6. COMMUNICATIONS & WORKING RELATIONSHIPS :

INTERNAL: Interact with production departments for analysing of routine & non routine samples.

EXTERNAL : -

7. PROBLEM SOLVING AND DECISION MAKING :

- The job holder receives verbal guidance from Laboratory Supervisor
- Emal policies and procedures provide guidance as required.

8. QUALIFICATIONS, EXPERIENCE & SKILLS

MINIMUM QUALIFICATIONS :	BSc / MSc degree in Chemistry Diploma in chemical/trade course certificate.
MINIMUM EXPERIENCE :	3 – 5 years experience in an aluminium smelter or power plant laboratory
JOB SPECIFIC SKILLS :	The knowledge of statistical principles and use of spreadsheets and database programs on personal computers is compulsory. Strong technical skills in calibration
GENERIC SKILLS :	Good written and spoken English language skills



9. COMPETENCIES :	
<u>CORE COMPETENCIES</u>	<u>PROFICIENCY LEVEL</u>
Leadership	N/A
Team Working	2
Sharing knowledge and Fostering Open Communication	2
Problem Solving	1
Planning and Organising	2
Continual Improvement and Quality Focus	1
Accountability	2
Self Directing	1
Customer Focus	2
Behaving with Integrity	5

10. APPROVALS :	
Job Holder :	
Signature : _____	Date : _____
Line Manager (Department Manager / Function Head) :	
Signature : _____	Date : _____
Manager – Human Resources	
Signature : _____	Date : _____