

Job Title: Woodwork Lab Technical Assistant

Reporting Relationship: Makerspace Specialist

Job Location: KIC Center of Excellence, Ejisu, Ashanti Region, Ghana

Introduction

Kosmos Innovation Centre is a non-profit organization that invests in young entrepreneurs and small businesses. We empower entrepreneurs to turn their ideas into viable, self-sustaining businesses and we work alongside promising small businesses to help them scale and reach their full potential.

Each program is driven by local staff and private sector experts, resulting in a distinctive focus on commercial solutions and local knowledge. Our customized, best-in-class business support programs feature a mix of skills training, mentorship, and seed funding.

Since our inception, more than 1300 young leaders have been trained in business skills and entrepreneurship through participation in our programs. Many of the start-ups formed or incubated through us have secured additional investment and gone on to win other start-up competitions.

Equal Employment Opportunity

KIC is an equal opportunity employer that has zero-tolerance for discrimination on any basis. We actively seek out diverse backgrounds, perspectives, and skills so that we can develop talent and have sustained impact. We are committed to a workplace of respect and psychological safety where equal employment opportunities are available to all. We adhere to safer programming, and we do not engage in or tolerate discrimination on the basis of gender, religion, age, national or ethnic origin, disability, marital status, or any other vulnerable groups in the locations where we work.

Safeguarding & Ethics

We are committed to ensuring that all individuals we meet through our work, whether team members, community members, program participants, volunteers, students' partners and others, are treated with respect and dignity. We are committed to upholding the Universal Declaration of Human Rights and will not tolerate any form of violence, harm, child abuse, sexual exploitation, or harassment by or of our team members and program participants. As part of our commitment to a safe and inclusive work environment, team members are expected to conduct themselves in a professional manner, respect local laws and customs, and to always adhere to KIC's Code of Conduct policies, safeguarding policy and values.

Data Protection Statement for Recruitment

In compliance with the Data Protection Act, 2012 (Act 843), KIC is committed to protecting the privacy and personal data of all candidates. Only essential personal data relevant to making employment decisions will be collected and processed. This includes, but is not limited to, your name, contact information, educational background, and employment history.

All personal data provided will be handled with the utmost confidentiality and used solely for the purpose of evaluating your suitability for the position you have applied for. We will not share your personal data with any third parties without your explicit consent, except as required by law.

For unsuccessful applicants, personal data will be retained for a period of six months from the date of the recruitment decision. This retention period allows us to reconsider your application for future opportunities that may arise. After this period, your personal data will be securely deleted from our records.

If you have any questions or concerns regarding the handling of your personal data, please do not hesitate to contact us on info@kicghana.org.

By continuing with the application process, you consent to the use of your personal data for employment decision-making purposes.

Job Description:

Summary

The jobholder oversees the daily operations of the Woodwork Lab, provides technically proficient support to lab users, maintains lab equipment, and ensures a safe and productive lab environment.

The role will report to the Makerspace Specialist

This role requires excellent manual dexterity to produce high-quality, detailed technical work in accordance with established standards, guidelines, and procedures. Success in this position is highly dependent on technical proficiency, adherence to safety protocols, and the consistent delivery of exceptional quality work.

Job Responsibilities

Lab Operations:

- Open and close the lab according to the schedule.
- Monitor lab usage and manage lab access for users.
- Ensure the lab is clean, organized, and well-stocked with necessary supplies.
- Foster a welcoming and collaborative environment within the lab.
- Encourage knowledge sharing and collaboration among users.
- Promote the lab through outreach activities and events.
- Ensure all lab activities adhere to safety standards and protocols.
- Conduct safety orientations for new users and enforce safety rules.
- Maintain up-to-date records of safety training and incident reports.
- Perform routine maintenance and calibration of woodwork lab equipment.
- Ensure all equipment is in good working order and report any malfunctions to the appropriate personnel.
- Maintain an inventory of tools and materials and assist in procurement as needed.
- Collaborate with other lab staff to ensure smooth operations and share best practices.

Technical & Project Support:

- Assist users with the operation of woodwork lab equipment and tools.
- Provide technical guidance and support for woodwork projects.
- Help users troubleshoot and resolve technical issues.
- Support users in developing and executing their woodwork projects.
- Provide mentorship and technical advice to help users navigate challenges.
- Track and report on project progress to the relevant stakeholders.

Training and Education:

- Assist in developing and delivering training programs on the use of woodwork lab equipment.
- Conduct workshops and demonstrations to enhance users' technical skills.
- Provide one-on-one training and support as needed.

Job Characteristics

- The work pace is steady and even to promote accurate and quality work.
- Technical focus work within established systems, standards, and procedures.
- Communication is based on job knowledge and expertise and decision-making is within clearly defined job scope and on pre-defined policies and procedures.
- Leadership style is focused on consistent, accurate, quality support to users of the woodwork lab.
- Ability to handle tools and materials with precision.
- Capability to occasionally lift and move woodworking equipment and materials as needed.
- Ability to move around the lab and assist users at different workstations.
- Ability to stand for extended periods and perform physically demanding tasks.
- Ability to adhere to safety protocols and wear appropriate personal protective equipment (PPE) at all times.

Job Requirements

- Minimum of bachelor's degree in woodworking, carpentry, or a related field. Advanced degree or certifications in wood technology or carpentry is a plus.
- At least 3 years' experience in a woodworking lab, carpentry shop, or similar technical environment.
- Hands-on experience with woodworking tools and machinery, including saws, sanders, and computer numerical control (CNC) machines.
- Knowledge of safety protocols and standards relevant to woodwork fabrication labs.
- Proficiency in various woodworking techniques, including cutting, shaping, and finishing wood.
- Knowledge of safety protocols and best practices in a woodworking environment.
- Ability to read and interpret technical drawings, blueprints, and schematics.
- Ability to operate and maintain woodwork lab equipment and tools, diagnose and perform routine maintenance, and troubleshoot equipment issues efficiently.
- Excellent verbal and written communication skills to provide clear instructions and support to lab users.
- Ability to conduct training sessions, workshops, and one-on-one support to enhance users' technical skills.
- Strong organizational skills to manage lab inventory, schedule maintenance, and ensure the lab is well-stocked and orderly.
- Ability to work effectively with a team and foster a collaborative environment within the lab.
- Proficient with Microsoft Office Suite or related software.
- Ability to work independently with little or no supervision.
- A passion for innovation and entrepreneurship with an ability to facilitate creative learning experiences.
- Experience with agricultural technologies and solutions is a plus.

If you have the expertise as described and interested in this position, please click the link below to apply.

Application Link: <https://airtable.com/appOjwdRWpSDU9l6a/pagzsbw1hGUA3K7F8/form>