

**ROYAL GOVERNMENT OF BHUTAN  
ROYAL UNIVERSITY OF BHUTAN**

**POSITION PROFILE**

**1. JOB IDENTIFICATION**

- 1.1 Position Title: Chief External Relation Officer**
- 1.2 Position Level: 4/3**
- 1.3 Occupational Group: Administrative & Technical**
- 1.6 Place of work: Office of the Vice Chancellor**

**2. MAIN PURPOSE OF THE POSITION:**

The Chief External Relation Officer shall assist the Director of Research and External Relation by overseeing the policies, programmes and plans pertaining to external relations, study abroad programme, and MoUs.

**3. *Representative Work Activities:***

- Develop/review policies, procedure and process related to external relations for the University;
- Develop and manage international relations (with external universities and relevant organisations);
- Act as a focal point of the RUB for establishing contacts related to Study/Semester Abroad- network between OVC and RUB colleges;
- Oversee the management of study/semester abroad programmes (international programme orientation on RUB campuses, academic transcripts arrangement, designing papers on study abroad if required, collaborate design of study abroad modules with the external universities, establish external universities' contacts to relevant colleges, and carry out administrative functions relevant to the activities, including: international student recruitment and admission, visa, immigration and protocol);
- Liaise and coordinate with concerned agencies and authorities for staff visits;
- Coordinate the formulation and signing of MOUs for external linkages;
- Manage National/Internal Relations (within RUB and Bhutan);
- Promote external linkages of colleges through establishing networks, communicating, liaising, to link RUB colleges to external universities via OVC;

- Serve as focal protocol officer to RUB's guests and external visitors; and
- Carry out any tasks that may be assigned from time to time.

**4. KNOWLEDGE, SKILLS & ABILITIES (KSA) REQUIREMENTS:**

**4.1 Education :** Masters Degree

**4.2 Experience :** 10 years of experience in professional position (as officer position or equivalent)

**4.3 Knowledge Skills and Abilities:**

- Leadership quality to garner support of different functional units and colleges.
- Excellent inter-personal skills to garner full support from relevant officials both within and outside the University to deliver the outcomes in the area of responsibilities.
- High level of technical knowledge in the area of responsibilities with ability to contribute to formulation of policies, strategies and strategic goals.
- Ability to set strategic direction and make prompt decisions to ensure efficient and effective service delivery.
- Sound knowledge of higher education systems and management, and able to contextualise the technical knowledge that befits tertiary education system.