

**ROYAL GOVERNMENT OF BHUTAN
ROYAL UNIVERSITY OF BHUTAN
POSITION PROFILE**

1. JOB IDENTIFICATION

- 1.1 Position Title: Chief Research 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:

Overall planning, implementation and review of Research and Development policies, plans, and programs. Acts as the iGNHaS champion and own the strategic plan; facilitates linkages and partnerships; Generating project proposals and bringing projects and funds; reports to the Research and Innovation Committee but has autonomy in decision- making.

Functions as the iGNHaS Practice Manager by coordinating the eleven Research Themes; supporting the holistic Research capacity development; managing the iGNHaS Partnering programme and national and international Volunteer programme. Reports to the Programme Director and keeps the Advisory Committee up-to-date on activities, outcomes and results.

3. Representative Work Activities:

- Develop research policies and procedures;
- Oversee the quality assurance for research activities in the University;
- Coordinate with academics and student researchers on matters relating to grant development/proposal writing for research projects;
- Ensure that RUB research policies and procedures are followed well especially in the areas of research ethics, quality standards, research dissemination, research commercialisation and intellectual property issues;
- Coordinate capacity development of RUB researches through research trainings, early career researcher support and mentoring, internships, and research attachments;

- Ensure the conduct of meetings and other events of the Research and Innovations Committee and ensure effective dissemination of the decisions and follow-ups arising from these;
- Provide oversight on the management and quality assurance of research studies supported through university funding (e.g. Annual University Research Grant) and their effective dissemination;
- Coordinate the development of grant applications, research contracts and cooperation agreements with external research organisations, and monitor grant implementation;
- Develop and encourage a culture of academics' participation in high calibre research and development team, such as research think tanks;
- Foster linkages with external institutions for research partnerships;
- Assist the Director of Research and External Relations to lead the development and management of the Institute for GNH Studies (iGNHaS);
- Oversee the preparation and implementation of plans, projects and programmes related to research and development including the iGNHaS;
- Coordinate the development and presentation of progress and annual reports on research and development including the iGNHaS;
- Ensure the effective dissemination of knowledge arising from research and scholarly activities of iGNHaS through knowledge dissemination events and publications;
- Support the professional growth and development of the staff within the division;
- Monitor and assess the performance of staff within the division; and
- Carry out any other task 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.
- Sound Knowledge of managing research and engaging in Research
- Experience in writing research and project proposals
- Experiences in managing international projects