

ROYAL GOVERNMENT OF BHUTAN

ROYAL UNIVERSITY OF BHUTAN

POSITION PROFILE

1. **Job Identification:**

- 1.1 Position Title: Dean, Research and Industrial Linkages
- 1.2 Position Level: 4 (P1) & above
- 1.6 Place of work: Paro College of Education

2. **Main Purpose of the Job:**

The main purpose of the job is to assist the Director of the college in facilitating research, innovation and services in the college and develop linkages with industry, government agencies, and academia within Bhutan and outside.

3. **Representative Work Activities:**

- Develop research policies, procedures and standards for the college in light of the university's research vision and goals.
- Identify research priorities and opportunities for the college.
- Develop research capacity and capabilities of the college through period professional development programmes.
- Facilitate the development and implementation of higher degree research programmes (e.g. Master's and PhD) in the college.
- Enhance research among undergraduate students.
- Manage/oversee the research activities of the college research centre(s), faculty/department, and the Entrepreneurship Development Cell (EDC), where relevant.
- Develop plans and budget proposals for College research and innovation activities.

- Develop research infrastructure and facilities that support research and innovation in the college.
- Facilitate access to both internal and external sources of research fund for the faculty and the research center(s).
- Establish relationship with industry and represent the college for any matters related to research, innovation, services and industrial linkages.
- Seek opportunities for research and consultancy in business, industry, government and international organizations
- Assist in the formulation of the research development plan of the college including the Five-Year Plan, Annual Plan, Financial Plan, and carry out other day-to-day planning tasks.
- Represent the Institute in important meetings, conference and seminars.
- Assist the Director in Liaising with outside organizations/donors and stakeholders through proper channels.
- Mobilize resources for the college in consultation with appropriate authority.
- Provide executive direction through the appropriate Departments/Committees/Programs of the Institute during the absence of the Head of the Institute.
- Carry out performance assessment of the college/center on a periodic basis.
- Review the college's policies and set appropriate standards and proper procedures for smooth functioning of the college as per the existing University standards.
- In addition, the Dean of Research and Industrial Linkages is also expected to be an active participant in teaching in the colleges. This should be demonstrated by teaching at least a module every semester. The teaching responsibility beyond this including designing and development of programs in his/her area of competency will be determined by the respective colleges based on the need of the colleges.
- Undertake other responsibilities as deemed appropriate by the Director.

4. **Eligibility Criteria:**

- **Qualification:** Masters Degree
- **Position level:** Grade 4 (P1) and above

- **Teaching experience at the tertiary level:** 5 years within the last 15 years (should be able to teach at least 3 different modules from the whole portfolio of programs offered at the college).
- **Leadership Experience:** Should have served as a Programme Leader or Head of the Department or any other leadership experiences or roles which in the Committee's judgment are considered to be appropriate.

Note: A person who has served as Dean shall be allowed to apply for the same position or another Dean's position.

5. Terms of appointment:

- A term of 3 years (renewable by another 2 years based on review in a particular college)
- If a person is continuously out for more than six months, the position has to be vacated for another person
- Teaching load to be reduced appropriately depending on the situation of the colleges
- Allowance of Nu. 5,000/- per month
- When the dean is on leave of absence for more than one month the allowance will be paid to the officiating dean