

ROYAL UNIVERSITY OF BHUTAN

POSITION PROFILE

1. JOB IDENTIFICATION

- 1.1 **Position Title:** Associate Lecturer and above
- 1.2 **Position Level:** 5 and above
- 1.3 **Occupational Group:** Academics
- 1.4 **College:** College of Natural Resources

2. MAIN PURPOSE OF THE POSITION:

- 2.1 To teach undergraduate level courses (two/three modules every semester);
- 2.2 Carryout research and consultancies;
- 2.3 Carryout in-service and short term trainings;
- 2.4 Guide students in research projects;
- 2.5 Involve in programme review and development;
- 2.6 Assist dept. head and management, as and when required.

3. GENERAL ROLES AND RESPONSIBILITIES:

I. Associate Lecturer (at Position Level 5)

Teaching

- 3.1 Teach modules (full load) and support students within own subject area at least up to the undergraduate level;
- 3.2 Set and mark assessments, and advise students on their progress;
- 3.3 Develop and deploy teaching and learning materials in area of own expertise;
- 3.4 Plan and review own approach to learning;
- 3.5 Take responsibility for organizing own activities and for the management of allocated resources;

Research & Innovation

- 3.6 Generate fund for the University through research projects, consultancies and advices;
- 3.7 Supervise research projects and dissertation where these are part of the Programme(s) of study;
- 3.8 Contribute to design of research projects and define methods such as conducting surveys and focused interviews;
- 3.9 Carry out literature searches within pre-specified parameters;
- 3.10 Run analysis/interpreting data using specified and agreed techniques/models;
- 3.11 Prepare summary reports of research methods/findings;
- 3.12 Contribute to dissemination and publication of research findings; and
- 3.13 Carry out small-scale research projects on their own or as a lead in a team and publish some quality papers including few in reputed journals.

Services

- 3.14 Contribute as resource persons, coordinators or organizers for various professional development activities within the College/University as well as for those outside the University.

- 3.15 Participate in developing and promoting a clear vision of the College's/unit's strategic direction;
- 3.16 Participate as a team member to support senior colleagues, who have delegated responsibility for specific strands of work/sub-units;
- 3.17 Contribute to the operation of the University by participating in decision-making and governance including committees or taskforce as appropriate, at College and/or University level;
- 3.18 Represent and promote the University externally – nationally and internationally e.g. managing relations with external partners and stakeholders;
- 3.19 Coordinate the organization of conferences, seminars, workshops and/or working with relevant experts in the area of specialization; and
- 3.20 Provide guidance to other staff and students.

(Note: Representative Work Activities for higher position levels would be different from that given above which is specifically for Associate Lecturer's position)

4. SPECIFIC ROLES AND RESPONSIBILITIES:

Must be able to teach at least two or more of the following modules: Organic farming, plant breeding and seed production, soil nutrient management, research and statistics.

5. KNOWLEDGE, SKILLS & ABILITIES (KSA) REQUIREMENTS:

5.1 Education: B. Sc. Agriculture/M.Sc. or PhD (in Organic farming/Soil science)

5.2 Experience: Research (Should have undertaken research projects at Bachelors & Masters level), with some teaching experience if any will have added advantage.

5.3 Knowledge Skills and Abilities:

- Should have strong subject knowledge.
- Good command over communication skills especially English and working knowledge of MS office and statistical software
- Demonstrate high level of technical competency ,creativity and problem solving skills
- Must have positive attitude towards teaching and learning.
- Must have planning, organizing, leadership skills and roles and spirit to work in team