

ROYAL UNIVERSITY OF BHUTAN

POSITION PROFILE

1. JOB IDENTIFICATION

1.1 Position Title:	Lecturer
1.2 Position Level:	4
1.3 Occupational Group:	Academics
1.4 College/OVC:	College of Science and Technology

2. MAIN PURPOSE OF THE POSITION:

1. Teach and assess within own subject area at a range of levels from undergraduate to postgraduate;
2. Contribute to curriculum development and the design and revision of programme units in the subject area;
3. Contribute to the development or improvement of approaches to teaching-learning and assessment in the subject area;
4. Participate actively in the development of the discipline's teaching-learning and assessment strategies;
5. Contribute to the organisation of wider area of work;
6. Advise others (particularly those at the entry level) on aspects of teaching-learning and assessment;
7. Take responsibility for the effective management of allocated resources;

3. GENERAL ROLES AND RESPONSIBILITIES:

Teaching

1. Teach and assess within own subject area at a range of levels from undergraduate to postgraduate;
2. Contribute to curriculum development and the design and revision of programme units in the subject area;
3. Contribute to the development or improvement of approaches to teaching-learning and assessment in the subject area;
4. Participate actively in the development of the discipline's teaching-learning and assessment strategies;
5. Contribute to the organisation of wider area of work;
6. Advise others (particularly those at the entry level) on aspects of teaching-learning and assessment;
7. Take responsibility for the effective management of allocated resources;

Research and Innovation

8. Generate fund for the University through research projects, consultancies and advices
9. Undertake a specific role in a research project or projects, taking responsibility for some element(s) of the planned research;

10. Supervise research projects for both at undergraduate and postgraduate levels. May also supervise research based programmes if found qualified to do so;
11. Develop and carry out a plan to open up or extend an area of personal research, or contribute as a team member to the development of a broader programme. In some fields, this may include contributing to the writing of bids for research grants;
12. Plan and carry out a work programme appropriate to the research activity;
13. Contribute to dissemination/publication of personal and/or research team's findings as appropriate to the field;

Services

14. Contribute as resource persons, coordinators or organisers for various professional development activities within the College/University as well as those outside.
15. Participate in developing and promoting a clear vision of the College's/unit's strategic direction;
16. Participate as a team member to support senior colleagues, who have delegated responsibility for specific strands of work/sub-units;
17. Contribute to the running of the University by participating in decision-making and governance including committees or taskforce as appropriate, at College and/or University level;
18. Represent and promote the University externally – nationally and internationally e.g. managing relations with external partners and stakeholders;
19. Coordinate the organisation of conferences, seminars, workshops and/or working with relevant experts in the area of specialisation;
20. Provide guidance to other staff and students; and
21. Mentor and develop junior colleagues.

4. SPECIFIC ROLES AND RESPONSIBILITIES:

1. To teach **any two modules** on Calculus, Matrices, Numerical Analysis, Statistics and Theory of Probability, Optimisation Techniques, Discrete mathematics and Scientific Computing Methods.
2. To carry out students learning assessment tasks that include Seminar, OJT and Final year Project guide
3. To carry out the research work
4. To carry out the professional services for development of the Department/College
5. To supervise undergraduate research and project activities.
6. To assist development and implementation of quality curriculum.
7. To assist development of learning materials.
8. To maintain own continuing professional development.
9. To participate in the administration, development and marking of exams and other assessments.

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

5.1 Education: Master of Science in Mathematics/Masters in Mathematics

5.2 Experience: Minimum 8 years of teaching experiences

5.3 Knowledge Skills and Abilities:

1. Should have broader subjective knowledge in Mathematics.
2. Should be able to teach two mathematics modules.
3. Should be able to take up some research project work and guide student's final project.
4. Should possess good skills in carrying out & lead the research work
5. Should possess strong communication skills
6. Genuinely interested in Teaching & Research Profession/ Commitment to high quality teaching/ good sociable.
7. **Good attitude for any work/team work.**