

ROYAL UNIVERSITY OF BHUTAN

POSITION PROFILE

1. JOB IDENTIFICATION

- 1.1 Position Title : **Professor/Lecturer**
- 1.2 Position Level : **4 & above**
- 1.3 Discipline : **Operation Management & Research**
- 1.4 Occupational Group : **Education and Training**
- 1.5 College : **Gaeddu College of Business Studies**

2. MAIN PURPOSE OF THE POSITION:

- 2.1 Plan and teach operations research & quantitative techniques modules in Masters and Undergraduate levels.
- 2.2 Design and implement assessment items
- 2.3 Research and implement best industry practices
- 2.4 Contribute to institutional capacity building through innovation and research of curriculum, academic inputs and international exchange programmes
- 2.5 Mentor student's research projects

3. GENERAL ROLES AND RESPONSIBILITIES

Teaching & Learning

- 3.1 Lead the development, application and maintenance of academic standards in a defined area of work;
- 3.2 Plan and lead curriculum development and/or renewal in a specific aspect of the subject area and/or develop approaches to teaching-learning that are innovative for the subject area and/or College;
- 3.3 Teach and assess within own subject area at a range of levels from undergraduate to postgraduate;
- 3.4 Engage in scholarship and/or research as required, to support teaching activities;
- 3.5 Take responsibility for design of programme/modules and for their quality, and contribute generally to the development of teaching and enhancement of quality in the subject area;
- 3.6 Engage effectively with the wider academic and professional community;
- 3.7 Provide support and advice to colleagues as appropriate;
- 3.8 Mentor junior academics on aspects of learning, teaching and assessment;
- 3.9 Take responsibility for the effective management of allocated resources;
- 3.10 Take lead in projects and/or for programmes; coordinating staff input to these;

Research & Innovation

- 3.11 Generate fund for the University through research projects, consultancies and advices
- 3.12 Work as co-supervisor for PhDs and Masters by Research or as supervisor as may be approved by the Research Committee;
- 3.13 Develop methods and techniques appropriate to the type of research being pursued and add to the intellectual understanding of the field through new discoveries and insights;
- 3.14 Contribute to the research work of the College by pursuing appropriate independent research and developing research proposals (in forms and at levels commensurate with the field) and win support for them;
- 3.15 Plan the research to be undertaken, as a self-contained project or as part of a broader programme;
- 3.16 Disseminate and publish research findings in appropriate publications and conferences, and where appropriate undertake knowledge transfer activities;
- 3.17 Contribute to the development of the research portfolio of the subject area;

Services

- 3.18 Manage staff and other resources of a significant academic area/unit, including the allocation of workloads and the appraisal of academics.
- 3.19 Undertake specific coordinating roles;
- 3.20 Contribute to the operation of the University by taking up leadership responsibility and participating in decision-making and governance including chairing significant committees as appropriate, at College and/or University level;
- 3.21 Take lead in projects and/or programmes, coordinating staff input to these;
- 3.22 Represent and promote the University externally – nationally and internationally e.g. managing relations with external partners and stakeholders;
- 3.23 Acquire national reputation in their field of expertise. (Invitation as key note speaker, reviewer of refereed journals, patronization by the government and task force member)
- 3.24 Make contribution to debates at national and international levels about new approaches to teaching-learning, assessment policy, methods and practices. It should also include high level publication or contribution to conferences and/or working with relevant experts in the area of specialization;
- 3.25 Take responsibility for the effective management of allocated resources including resourcing various workshops and professional development programmes; and
- 3.26 Manage staff and other resources of a significant academic area/unit, including the allocation of workloads and the appraisal of junior academics and mentoring them.

4. SPECIFIC ROLES AND RESPONSIBILITIES:

Teach and assess:

- **BMS501** Operation Research and Quantitative Techniques modules at Masters level.

5. KNOWLEDGE, SKILLS & ABILITIES (KSA) REQUIREMENTS

5.1 Education : M.Phil/PhD

5.2 Experience : Minimum 5 years of teaching experience at University level (industry experience would be an added advantage)

5.3 Knowledge Skills and Abilities :

- Ability to demonstrate high level of commitment to teaching
- Ability to listen and being open to multiple views, perspectives and feedback.
- Engagement in continuous learning and development and committed to continuous improvement by way of recognizing to change personal, interpersonal and managerial behavior.
- Sound skills in research, analysis and dissemination of knowledge mainly by way of publication.
- Ability to master in a particular field of specialization and provide excellent learning outcomes among the students.