

ROYAL UNIVERSITY OF BHUTAN

POSITION PROFILE

1. JOB IDENTIFICATION

- 1.1 Position Title:** Assistant Lecturer or Associate Lecturer
- 1.2 Position Level:** 5 or 6
- 1.3 Occupational Group:** Academics
- 1.4 College/OVC:** Jigme Namgyel Engineering College

2. MAIN PURPOSE OF THE POSITION:

- To teach for Diploma in Materials and Procurement Management
- To actively engage in research/publication activities.
- Motivated in teaching higher education level

3. GENERAL ROLES AND RESPONSIBILITIES:

1. Associate Lecturer (Position Level 5)

Teaching

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

Research and Innovation

- 5.6 Generate fund for the University through research projects, consultancies and advices;
- 5.7 Supervise research projects and dissertation where these are part of the Programme(s) of study;
- 5.8 Contribute to design of research projects and define methods such as conducting surveys and focused interviews;

- 5.9 Carry out literature searches within pre-specified parameters;
- 5.10 Run analysis/interpreting data using specified and agreed techniques/models;
- 5.11 Prepare summary reports of research methods/findings;
- 5.12 Contribute to dissemination and publication of research findings; and
- 5.13 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.

Professional Services

- 5.14 Contribute as resource persons, coordinators or organizers for various professional development activities within the College/University as well as for those outside the University.
- 5.15 Participate in developing and promoting a clear vision of the College's/unit's strategic direction;
- 5.16 Participate as a team member to support senior colleagues, who have delegated responsibility for specific strands of work/sub-units;
- 5.17 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;
- 5.18 Represent and promote the University externally – nationally and internationally e.g. managing relations with external partners and stakeholders;
- 5.19 Coordinate the organization of conferences, seminars, workshops and/or working with relevant experts in the area of specialization; and
- 5.20 Provide guidance to other staff and students.

(OR)

2. Assistant Lecturer (Position Level 6)

Teaching

- 6.1 Contribute to elements of teaching within clear and established Programmes as conducting tutorial classes or team teaching with a senior lecturer;
- 6.2 Support learners and /or supervise class activities in specific areas of activity according to established procedures as language lab or practical work;
- 6.3 Monitor student progress and provide formative feedback;
- 6.4 Assist with the administration and support in marking of assessments;
- 6.5 Assist senior academics with the preparation of module/Programme materials;

6.6 Prepare lesson plans and teach full modules by at least the second year at this level;

Research

6.7 Assist academics and researchers in planning and implementing experiments, conducting interviews, administering surveys, or coordinating for focus group discussions;

6.8 Search for scholarly literature relevant to the research project, searching the library, copying articles, ordering additional articles and books, and formulating bibliography;

6.9 Contribute to data analysis (on quantitative data or on quantitatively coded qualitative data);

6.10 Contribute to designing and development of research projects for generation of research funds;

6.11 Assist academics or researchers in preparing presentations about research project results for conferences, academic discourse and research presentations;

6.12 Help faculty and researchers in preparation of manuscript such as general layout, proof reading for editorials, binding and compiling of materials etc., for submission to academic and scholarly journals or publications;

6.13 Carry out research with senior academics and researchers and contribute to major publications as co-authors;

Professional Services

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

6.15 Participate in developing and promoting a clear vision of the College's/unit's strategic direction;

6.16 Participate as a team member to support senior colleagues, who have delegated responsibility for specific strands of work/sub-units;

6.17 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;

6.18 Represent and promote the University externally – nationally and internationally e.g. managing relations with external partners and stakeholders;

6.19 Coordinate the organization of conferences, seminars, workshops and/or working with relevant experts in the area of specialization;

6.20 Provide guidance to other staff and students;

6.21 Mentor and develop junior colleagues;

- 6.22 Organize and coordinate meetings and discussion related administrative issues in respective department/school/Programme unit;
- 6.23 Assist in the preparation and organization of university/college wide functions; and
- 6.24 Assist in the organization of community services.

3. SPECIFIC ROLES AND RESPONSIBILITIES:

- Should be able to carry out designated task within the departmental level in his/her ability
- Assist senior faculty in the department in monitoring students' progress
- To assist in guiding students' research project
- Contribute innovative ideas in the field of teaching learning
- Should be able to teaching Diploma in Materials and Procurement Management, specifically the modules of programme such as Basic Accounting, Basic Economics, Warehouse Management, Materials and Specification, Purchase Management, Inventory Management, Principle and practices of management, Logistics Management, Basic research knowledge, Principle of Management.

5. KNOWLEDGE, SKILLS & ABILITIES (KSA) REQUIREMENTS

5.1 Education: Bachelors or Masters Qualification in the field of Materials Management, Supply Chain and Logistics Management, Area of study related specifically to materials and procurement management. Masters in these related programmes are preferred.

5.2 Experience: Prior experience in teaching or in specific field preferred.

5.3 Knowledge Skills and Abilities:

- (a) Should have strong communication skills (writing, speaking, reading and listening) in both language (Dzongkha and English).
- (b) Ability to initiate and develop programme.
- (c) ICT skills to use modern teaching learning skills.
- (d) Basic research knowledge to incorporate in teaching learning.
- (e) Ability to manage and handle large classroom and support students learning effectively.

(Other areas are directed by Position profile/Position Directory)