

ROYAL UNIVERSITY OF BHUTAN

POSITION PROFILE

1. JOB IDENTIFICATION

- 1.1 Position Title: Assistant Research Officer**
- 1.2 Position Level: 7**
- 1.3 Occupational Group: Administrative & Technical**
- 1.4 Place of work: Gaeddu College of Business Studies**

2. MAIN PURPOSE OF THE POSITION:

The main purpose of the position is to look after the research and development, and liaison activities in the college.

3. Roles and Responsibilities:

- Coordinate meetings and consultative workshops to review and formulate research policies at the college level;
- Coordinate activities related to research, dissemination and documentation in the Colleges;
- Manage and administer higher degree research as required by the Research Degree Framework;
- Implement activities that foster collaborative research and services with relevant external partners;
- Coordinate the financing of specific research projects as per the directive of CRCs and policies;
- Coordinate activities that leads to development of research capacity in the college;
- Organize national and international conferences/seminars;
- Prepare report to the CAC, CRC for onward submission to the RIC on all matters related to research in the college, including the programmes and activities of the Research Centres; and
- Organize meetings and consultations for the formulation of plans, policies and strategies for enhancement of linkages with external academic institutions and industries in the Colleges;

- Provide coordination support in establishing and maintaining linkages with external organizations and academic institutions both within and outside the country related to teaching-learning, research, innovation and expert services; in coordination with the OVC;
- Provide protocol services for international visitors;
- Initiate and support staff and student exchange programmes;
- Facilitate student attachment or internship programmes to the industries;
- Act as the media focal unit on behalf of the college. It involves assisting in drafting of press releases, updating information on the college website, publishing of college brochures, prospectus, newsletters and annual reports;
- Assist in taking up initiatives related to strategic planning to promote alumni awareness; and create and enrich lifelong bond among alumni and connect them to the students and academics of the college;
- Assist in organizing training and consultancy services provided by the College by providing all necessary clerical support services; and
- Carry out any task as may be assigned from time to time.

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

4.1 Education: Masters Degree in any field

4.2 Experience: 5 years of experience in professional positions.

4.3 Knowledge Skills and Abilities:

- Conversant in the area of responsibilities both in terms of technical knowhow and changing environment.
- Good communications skills both in terms of written and speaking.
- Sound analytical skills with knowledge in planning, management and execution of projects and activities. Ability to keep up-to-date information in the area of responsibilities and provide timely information for informed decision-making.
- Ability to work in teams and ready to work beyond working hours.