

# ROYAL UNIVERSITY OF BHUTAN

## POSITION PROFILE

### **1. JOB IDENTIFICATION**

- 1.1 Position Title: Media & Communication Officer**
- 1.2 Position level: 7 and above**
- 1.3 Occupational Group: Administrative and Technical**
- 1.6 College/OVC: Office of the Vice Chancellor**

### **2. MAIN PURPOSE OF THE POSITION:**

To oversee the mass communications in collaboration with Colleges and Departments at OVC in relation to any news on activities happening within and outside RUB.

### **3. GENERAL ROLES AND RESPONSIBILITIES:**

- i. Contribute to development of policies, strategies and guidelines related to communications;
- ii. Carry out all activities related to external communications;
- iii. Collaborate with other departments/Colleges and take responsibility for mass communications relating to any news on external activity within OVC and also with RUB colleges;
- iv. Prepare plans, programmes and projects related to external relations and communications for the University;
- v. Prepare progress reports and annual report for the division in the area of external relations and communications; and
- vi. Carry out any other task that may be assigned from time to time.

### **4. SPECIFIC ROLES AND RESPONSIBILITIES:**

- i. Publishing promotional documents such as brochure, flyers, videos etc.
- ii. Making annual RUB calendar
- iii. Act as the media focal person for RUB
- iv. Report news on important events through RUB newsletters, websites

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

**5.1 Education :** Bachelors Degree (with Media Studies/Journalism)

**5.2 Experience :** Should have served for 5 years in professional positions

### **5.3 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.