

# ROYAL UNIVERSITY OF BHUTAN

## POSITION PROFILE

### **1. JOB IDENTIFICATION**

- 1.1 Position Title:** Assistant Research Officer (ARO) or Research Officer (RO)
- 1.2 Position Level:** 8 or 7
- 1.3 Occupational Group:** Administrative & Technical
- 1.4 Place of work:** Department of Research and External Relations, Office of the Vice Chancellor, Royal University of Bhutan, Motithang

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

The ARO or RO will be responsible for coordination of postgraduate research degree programmes initiation, monitoring and evaluation under the direct supervision of the Director of the Department of Research and External Relations, Royal University of Bhutan.

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

- Assist in drafting plans, programmes and projects related to research degrees in the University;
- Assist in drafting progress reports including annual reports pertaining to research degrees;
- Assist in organising meetings and other events of the Research Degrees Committee in terms of drafting minutes, writing reports, and preparing proposals;
- Compile and maintain up-to-date information regarding awards of research degrees, programmes and projects;
- Assist in submission of research degree theses (Masters and PhD) for external examination;
- Compile and document examiners' reports on research degree thesis; and
- Carry out any other task that may be assigned from time to time

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

In addition to Representative Work Activities, the ARO or RO will be responsible to facilitate in coordination of the research capacity building of higher degree research programmes.

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

**5.1 Education:** Bachelors' degree, preferably with Honours degree

**5.2 Experience:**

- For Assistant Research Officer, candidate must demonstrate strong analytical and writing skills in English.
- For Research Officer, candidate must demonstrate a minimum of 5 years of

relevant experience at professional positions, preferably in academic or research activities through publications in conferences and journals.

### **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.