

ROYAL UNIVERSITY OF BHUTAN

POSITION PROFILE

1. JOB IDENTIFICATION

1.1	Position Title:	Assistant lecturer and above
1.2	Position Level:	6 and above
1.3	Occupational Group:	Academic
1.4	College/OVC:	Samtse College of Education

2. MAIN PURPOSE OF THE POSITION:

E.g. Purpose: *Undertake academic teaching/training works, at least, till **Masters** or the equivalent level, carry out research/publication works (of minimum standards acceptable at the **regional level**), provide advisory services, and coordinate/manage programs.*

3. GENERAL ROLES AND RESPONSIBILITIES: (Use Representative Work Activities as provided in Position Directory)

Teaching:

1. Teach modules (full load) and support students within own subject area up to the postgraduate level;
2. Set and mark assessments, and advise students on their progress;
3. Develop and deploy teaching-learning materials in the area of own expertise;
4. Plan and review own approach to learning;
5. Take responsibility for organising own activities and for the management of allocation resources;

Research and Innovation:

1. Generate fund for the University through research projects, consultancies and advices;
2. Supervise research projects and dissertation where these are part of the programme(s) of study;
3. Contribute to design of research projects and define methods such as conducting surveys and focused interviews;
4. Carry out literature searches within pre-specified parameters;
5. Run analysis/interpreting data using specified and agreed techniques/models;
6. Prepare summary reports of research methods/findings;
7. Contribute to dissemination and publication of research findings; and
8. 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.

Services:

1. Contribute as resource persons, coordinators or organisers for various professional development activities within the College/University as well as for those outside;
2. Participate in developing and promoting a clear vision of the College's/unit's strategic direction;
3. Participate as a team member to support senior colleagues, who have delegated responsibility for specific strands of work/sub-units;
4. 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;
5. Represent and promote the University externally- nationally and internationally e.g. managing relations with external partners and stakeholders;
6. Coordinate the organisation of conferences, seminars, workshops and/or working with relevant experts in the area of specialization;
7. Provide guidance to other staff and students; and
8. Mentor and develop junior colleagues.

4. SPECIFIC ROLES AND RESPONSIBILITIES: *(Provide/list other **specific task** that is not covered by the Representative Work Activities and list of modules to be taught in the given programme in the case of academics):*

1. *Will be decided by the Management upon successful selection.*

5. KNOWLEDGE, SKILLS & ABILITIES (KSA) REQUIREMENTS *(Use KSA and Position Profile Matrix in Position Directory as a guide):*

5.1 Education *(Use Position Profile Matrix):* **BA (Hons) or masters/PhD in History.**
Preferences will be given to those with Masters or PhD)

5.2 Experience *(Use Position Profile Matrix):*

- 5.2.1 PhD; OR
- 5.2.2 Minimum 8 years of teaching experiences at the University level for those with Masters qualification; OR
- 5.2.3 Minimum 3 years of service as Associate Lecture or equivalent position in a reputed university; OR
- 5.2.4 Minimum 8 years of industrial experience in the relevant area with Masters Degree; OR
- 5.2.5 Minimum 3 years of teaching; OR
- 5.2.6 Direct entry through open competition.

5.3 Knowledge Skills and Abilities *(Use KSA in Position Directory):*

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