

# ROYAL UNIVERSITY OF BHUTAN

## POSITION PROFILE

### 1. JOB IDENTIFICATION

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

### 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):* **BE/ BSc. IT (Hons) or masters/PhD in IT.**  
*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.