

# ROYAL UNIVERSITY OF BHUTAN

## POSITION PROFILE

### 1. JOB IDENTIFICATION

1.1	<b>Position Title:</b>	<b>Assistant Lecturer/Associate Lecturer</b>
1.2	<b>Position Level:</b>	<b>Position Level 6/5</b>
1.3	<b>Occupational Group:</b>	<b>Academics</b>
1.4	<b>College/OVC:</b>	<b>Sherubtse College</b>

### 2. MAIN PURPOSE OF THE POSITION:

Undertake teaching in BSc Chemistry Programme especially Physical Chemistry modules, and Carry out research/publication works (of minimum standards acceptable at the **regional level**)

### 3. GENERAL ROLES AND RESPONSIBILITIES:

#### **Assistant Lecturer (Position Level 6)**

#### ***Teaching***

- 3.1 Contribute to elements of teaching within clear and established Programmes as conducting tutorial classes or team teaching with a senior lecturer;
- 3.2 Support learners and /or supervise class activities in specific areas of activity according to established procedures as language lab or practical work;
- 3.3 Monitor student progress and provide formative feedback;
- 3.4 Assist with the administration and support in marking of assessments;
- 3.5 Assist senior academics with the preparation of module/Programme materials;
- 3.6 Prepare lesson plans and teach full modules by at least the second year at this level;

#### ***Research***

- 3.7 Assist academics and researchers in planning and implementing experiments, conducting interviews, administering surveys, or coordinating for focus group discussions;
- 3.8 Search for scholarly literature relevant to the research project, searching the library, copying articles, ordering additional articles and books, and formulating bibliography;
- 3.9 Contribute to data analysis (on quantitative data or on quantitatively coded qualitative data);
- 3.10 Contribute to designing and development of research projects for generation of research funds;
- 3.11 Assist academics or researchers in preparing presentations about research project results for conferences, academic discourse and research presentations;
- 3.12 Help faculty and researchers in preparation of manuscript such as general layout, proof reading for editorials, binding and compiling of materials etc., for submission to academic and scholarly journals or publications;
- 3.13 Carry out research with senior academics and researchers and contribute to major publications as co-authors;

#### ***Services***

- 3.14 Contribute as resource persons, coordinators or organizers for various professional development activities within the College/University as well as for those outside the University;
- 3.15 Participate in developing and promoting a clear vision of the College's/unit's strategic direction;

- 3.16 Participate as a team member to support senior colleagues, who have delegated responsibility for specific strands of work/sub-units;
- 3.17 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;
- 3.18 Represent and promote the University externally – nationally and internationally e.g. managing relations with external partners and stakeholders;
- 3.19 Coordinate the organization of conferences, seminars, workshops and/or working with relevant experts in the area of specialization;
- 3.20 Provide guidance to other staff and students;
- 3.21 Mentor and develop junior colleagues;
- 3.22 Organize and coordinate meetings and discussion related administrative issues in respective department/school/Programme unit;
- 3.23 Assist in the preparation and organization of university/college wide functions; and
- 3.24 Assist in the organization of community services.

*(Note: Representative Work Activities for higher position levels would be different from that given above which is specifically for Assistant Lecturer's position)*

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

*He/she is expected to teach Physical Chemistry modules including laboratory practical up to fourth semester. The lists of modules are as follows:*

##### **BSc Chemistry:**

1. FCH102 Fundamentals of Physical Chemistry
2. PCH201 Physical Chemistry I
3. PCH202 Physical Chemistry II

##### **BSc in Physics & Chemistry, BSc in Chemistry & Mathematics, and BSc in Mathematics and Chemistry:**

1. CHE101 Fundamentals of Chemistry-I
2. CHE103 Fundamentals of Chemistry-II
3. CHE206 Inorganic & Physical Chemistry-I
4. CHE207 Organic & Physical Chemistry-II

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

**5.1 Education:** Masters in Chemistry / Honors in Chemistry with 2+3 qualification. (Preference will be given to candidate with masters in physical chemistry) *Qualification with B.Ed. degree during the bachelors is not eligible.*

**5.2 Experience:** Nil

##### **5.3 Knowledge Skills and Abilities:**

- (a) Demonstrate sound knowledge of the terms, concepts, methods, principles and theories of the various branches of chemistry
- (b) Describe and analyze quantitative processes, relationships and techniques related to the areas of chemistry and interdisciplinary modules
- (c) Analyze critically, and solve problems using appropriate mathematical tools related to topics included in the chemistry programme
- (d) Carry out laboratory investigations using standard procedures in various branches of chemistry, and perform laboratory experiments using standard equipment and apparatus
- (e) Handle chemical materials safely taking into account their physical and chemical properties, including any specific hazards associated with their use

- (f) Monitor, observe and measure chemical properties or reactions and the systematically record and document the findings
- (g) Analyze, interpret and critically evaluate experimental data, evaluate the errors in the experimental measurements and draw valid conclusions from the results of experimental investigations