

# ROYAL UNIVERSITY OF BHUTAN

## POSITION PROFILE

### 1. JOB IDENTIFICATION

- 1.1 **Position Title:** Associate Lecturer
- 1.2 **Position Level:** Position Level 5
- 1.3 **Occupational Group:** Academics
- 1.4 **College/OVC:** Sherubtse College

### 2. MAIN PURPOSE OF THE POSITION:

The main purpose of the position is to:

- engage in full time teaching,
- carry our research works,
- engage in programme management and development,
- provide advisory services,
- contribute to various professional development activities
- participate in decision-making and governance at the college or university level
- represent and promote the university nationally and internationally

### 3. GENERAL ROLES AND RESPONSIBILITIES:

#### **Teaching**

- Teach modules (full load) and support students within own subject area at least up to the undergraduate level;
- Set and mark assessments, and advise students on their progress;
- Develop and deploy teaching-learning materials in area of own expertise;
- Plan and review own approach to learning;
- Take responsibility for organising own activities and for the management of allocated resources;

#### **Research and Innovation**

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

- Contribute as resource persons, coordinators or organisers for various professional development activities within the College/University as well as for those outside.

- Participate in developing and promoting a clear vision of the College's/unit's strategic direction;
- Participate as a team member to support senior colleagues, who have delegated responsibility for specific strands of work/sub-units;
- Contribute to the operation of the University by participating in decision-making and governance including committees or taskforce as appropriate, at College and/or University level;
- Represent and promote the University externally – nationally and internationally e.g. managing relations with external partners and stakeholders;
- Coordinate the organisation of conferences, seminars, workshops and/or working with relevant experts in the area of specialisation; and
- Provide guidance to other staff and students.

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

Candidate must be able to teach the modules such as **Communication for Development, Population Estimates and Projections and Survey Data Analysis**

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

**5.1 Education:** MA/MSc in Development Studies or MA/M.Sc. in Demography/Population Studies or BA in Population Studies

**5.2 Experience:** Minimum 3 years of teaching/industrial experience for those without Master's Degree

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

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