

ROYAL UNIVERSITY OF BHUTAN

POSITION PROFILE

1. JOB IDENTIFICATION

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| 1.1 | Position Title: | Assistant Lecturer |
| 1.2 | Position Level: | Position Level 6 |
| 1.3 | Occupational Group: | Academics |
| 1.4 | College/OVC: | Sherubtse College |

2. MAIN PURPOSE OF THE POSITION:

To undertake:

1. *Academic Teaching to undergraduate level*
2. *Assist senior faculties in the department and carryout researches*

3. GENERAL ROLES AND RESPONSIBILITIES:

Teaching

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

Research

- *Assist academics and researchers in planning and implementing experiments, conducting interviews, administering surveys, or coordinating for focus group discussions;*
- *Search for scholarly literature relevant to the research project, searching the library, copying articles, ordering additional articles and books, and formulating bibliography;*
- *Contribute to data analysis (on quantitative data or on quantitatively coded qualitative data);*
- *Contribute to designing and development of research projects for generation of research funds;*
- *Assist academics or researchers in preparing presentations about research project results for conferences, academic discourse and research presentations;*
- *Help academic 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;*

- Carry out research with senior academics and researchers and contribute to major publications as co-authors;

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 running 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;
- Provide guidance to other staff and students;
- Organise and coordinate meetings and discussion related to administrative and managerial issues in respective department/school/programme unit;
- Assist in the preparation and organisation of university/college wide functions; and
- Assist in the organisation of community services.

4. SPECIFIC ROLES AND RESPONSIBILITIES:

Should be able to teach the modules mentioned below:

1. ZLS101-Protistans and Invertebrate Biology
2. ZLS102-Chordate Biology
3. ZLS204-Developmental Biology
4. ZLS206-Parasitology
5. ZLS308-Animal Physiology

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

5.1 Education: B.Sc. Zoology, B.Sc. (Hons) Zoology

5.2 Experience: Preference will be given to person with some teaching experience

5.3 Knowledge Skills and Abilities:

- Skilled in carrying out routine works efficiently and effectively and are able to use appropriate tools including ICT
- Good communication skills in written as well as spoken at least in Dzongkha and English
- Knowledge of rules and regulations pertaining to the area of work
- Ability to be courteous and able to handle matters in short notice