

ROYAL UNIVERSITY OF BHUTAN

POSITION PROFILE

1. JOB IDENTIFICATION

1.1	Position Title:	Assistant Lecturer
1.2	Position Level:	6
1.3	Occupational Group:	Academic
1.4	College/OVC:	College of Science and Technology

2. MAIN PURPOSE OF THE POSITION:

To carry out teaching, research and administration works within the Department

3. GENERAL ROLES AND RESPONSIBILITIES:

3.1 *Teaching*

- Teaching identified modules as required.
- conducting tutorial classes or team teaching with a senior academic.
- Support learners and /or supervise class activities in specific areas of activity according
- 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.

3.2 *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;

3.3 Services

- Contribute as resource persons, coordinators or organizers 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 organization of conferences, seminars, workshops and/or working with relevant experts in the area of specialization;
- Provide guidance to other staff and students;
- Organize and coordinate meetings and discussion related to administrative and managerial issues in respective department/school/programme unit;
- Assist in the preparation and organization of university/college wide functions; and
- Assist in the organization of community services.

4. SPECIFIC ROLES AND RESPONSIBILITIES:

As an Assistant Lecturer, he/she shall teach the identified modules for the Undergraduate Engineering programmes. The tentative module is as follows but not limited to:

- Entrepreneurship Development
- Project Management
- General Management

5. KNOWLEDGE, SKILLS & ABILITIES (KSA) REQUIREMENTS

5.1 Education: Bachelor of Engineering/Bachelor of Technology/Bachelor of Science in Civil/Electrical/Electronics & Communication/Information Technology/Geology / Power/Mechanical/Computer Science.

Note: *The Candidate should have studied following modules/subjects in their undergraduate programme.*

- ***Entrepreneurship Development/Principles of Entrepreneurship***
- ***Project Management/General Management***

The selected candidate will require to undergo MBA.

5.2 Experience: None

5.3 Knowledge Skills and Abilities:

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