

**ROYAL UNIVERSITY OF BHUTAN  
POSITION PROFILE**

**1. JOB IDENTIFICATION**

- 1.1 POSITION TITLE : ASST. LECTURER/ ASSO. LECTURER/LECTURER & ABOVE
- 1.2 POSITION LEVEL : 6/5/4 & ABOVE
- 1.3 DISCIPLINE : MANAGEMENT
- 1.4 OCCUPATIONAL GROUP : ACADEMICS
- 1.5 REQUIREMENT : 2
- 1.6 COLLEGE : GEDU COLLEGE OF BUSINESS STUDIES
- 1.7 MODE OF EMPLOYMENT : REGULAR

**2. MAIN PURPOSE OF THE POSITION:**

- 2.1 Plan and teach Finance modules.
- 2.2 Design and implement assessment items
- 2.3 Research and implement best industry practices
- 2.4 Contribute to institutional capacity building through innovation and research of curriculum, academic inputs and international exchange programmes
- 2.5 Mentor student's research projects

**3. GENERAL ROLES AND RESPONSIBILITIES**

**3.1 Teaching**

- ✓ Contribute to elements of teaching within clear and established programmes as conducting tutorial classes or team teaching with a senior lecturer;
- ✓ 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. However they may teach diploma programmes immediately.

### **3.2 Research and Innovation**

- ✓ 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 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:**

The faculty recruited through this advertisement should be able to teach and assess the following management modules:

- ***Management Theory and Practices***
- ***Business Environment***
- ***Strategic Management***
- ***International Business***
- ***Fundamental of Corporate Governance***

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

5.1 ***Education Qualification:*** BBM/ BCOM/BBA/Master/PhD OR Any other relevant qualification

5.2 ***Experience:*** Teaching experience in the related field would be added advantage.

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 specialization and provide excellent learning outcomes among the students

#### **Service Condition:**

- Salary will be commensurate to qualification and experience with allowance in accordance to the existing Rules and Regulations of the Royal University of Bhutan.