

ROYAL UNIVERSITY OF BHUTAN

POSITION PROFILE

1. JOB IDENTIFICATION

1.1	Position Title:	Associate Lecturer
1.2	Position Level:	5 & above
1.3	Occupational Group:	Academics
1.4	College/OVC:	Gyalpozhing College of Information Technology

2. MAIN PURPOSE OF THE POSITION:

- 2.1 Plan and teach Mathematics modules.
- 2.2 Design and implement assessment items
- 2.3 Contribute to institutional capacity building through innovation and research of curriculum, academic inputs and international exchange programmes

3. GENERAL ROLES AND RESPONSIBILITIES:

3.1 Teaching

- a) Teach and assess within own subject area at a range of levels from undergraduate to postgraduate;
- b) Contribute to curriculum development and the design and revision of programme units in the subject area;
- c) Contribute to the development or improvement of approaches to teaching-learning and assessment in the subject area;
- d) Participate actively in the development of the discipline's teaching-learning and assessment strategies;
- e) Contribute to the organisation of wider area of work;
- f) Advise others (particularly those at the entry level) on aspects of teaching-learning and assessment;
- g) Take responsibility for the effective management of allocated resources;

3.2 Research and Innovation

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

3.3 Services

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

- strategic direction;
- c) Participate as a team member to support senior colleagues, who have delegated responsibility for specific strands of work/sub-units;
 - d) 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;
 - e) Represent and promote the University externally – nationally and internationally e.g. managing relations with external partners and stakeholders;
 - f) Coordinate the organization of conferences, seminars, workshops and/or working with relevant experts in the area of specialization; and
 - g) Provide guidance to other staff and students.

4. SPECIFIC ROLES AND RESPONSIBILITIES: Teach and assess:

- 4.1 MAT101: Discrete Structures
- 4.2 MAT205: Statistics and Theory of Probability
- 4.3 MAT210: Discrete Mathematics
- 4.4 MAT204: Linear Algebra
- 4.5 MAT102: Calculus
- 4.6 MAT206: Operational Research Technique
- 4.7 MAT307: Numerical methods and scientific computing
- 4.8 MAT201: Linear Algebra and numerical methods

5. KNOWLEDGE, SKILLS & ABILITIES (KSA) REQUIREMENTS

- 1. Education:** MSc/MA/PhD (Mathematics)
- 2. Experience:** Teaching experience in relevant area at university level or higher secondary level would be an added advantage.
- 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 recognizing 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 specialization and provide excellent learning outcomes among the students