

ROYAL UNIVERSITY OF BHUTAN

POSITION PROFILE

1. JOB IDENTIFICATION

- 1.1 **Position Title** : Lecturer/Associate Lecturer/Assistant Lecturer
- 1.2 **Position Level** : 4/5/6
- 1.3 **Occupational Group** : Academics
- 1.4 **College/OVC** : Jigme Namgyel Engineering College

2. MAIN PURPOSE OF THE POSITION:

- The purpose of the position is to undertake teaching students pursuing Diploma in Materials and Procurement Management in the College.

3. GENERAL ROLES AND RESPONSIBILITIES:

1. Lecturer (Position Level 4)

Teaching

- 4.1 Teach and assess within own subject area at a range of levels from undergraduate to postgraduate;
- 4.2 Contribute to curriculum development and the design and revision of Programme units in the subject area;
- 4.3 Contribute to the development or improvement of approaches to teaching, learning and assessment in the subject area;
- 4.4 Participate actively in the development of the discipline's teaching, learning and assessment strategies;
- 4.5 Contribute to the organization of wider area of work;
- 4.6 Advise others (particularly those at the entry level) on aspects of learning, teaching and assessment;
- 4.7 Take responsibility for the effective management of allocated resources;

Research and Innovation

- 4.8 Generate fund for the University through research projects, consultancies and advices
- 4.9 Undertake a specific role in a research project or projects, taking responsibility for some element(s) of the planned research;
- 4.10 Supervise research projects for both at undergraduate level and postgraduate level. May also supervise research based programmes if found qualified to do so;
- 4.11 Develop and carry out a plan to open up or extend an area of personal research, or contribute as a team member to the development of a broader Programme. In some fields, this may include contributing to the writing of bids for research grants;
- 4.12 Plan and carry out a work Programme appropriate to the research activity;

- 4.13 Contribute to dissemination/publication of personal and/or research team's findings as appropriate to the field;

Professional Services

- 4.14 Contribute as resource persons, coordinators or organizers for various professional development activities within the College/University as well as for those outside the University.
- 4.15 Participate in developing and promoting a clear vision of the College's/unit's strategic direction;
- 4.16 Participate as a team member to support senior colleagues, who have delegated responsibility for specific strands of work/sub-units;
- 4.17 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;
- 4.18 Represent and promote the University externally – nationally and internationally e.g. managing relations with external partners and stakeholders;
- 4.19 Coordinate the organization of conferences, seminars, workshops and/or working with relevant experts in the area of specialization;
- 4.20 Provide guidance to other staff and students; and
- 4.21 Mentor and develop junior colleagues.

2. Associate Lecturer (Position Level 5)

Teaching

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

Research and Innovation

- 5.6 Generate fund for the University through research projects, consultancies and advices;
- 5.7 Supervise research projects and dissertation where these are part of the Programme(s) of study;
- 5.8 Contribute to design of research projects and define methods such as conducting surveys and focused interviews;
- 5.9 Carry out literature searches within pre-specified parameters;
- 5.10 Run analysis/interpreting data using specified and agreed techniques/models;
- 5.11 Prepare summary reports of research methods/findings;
- 5.12 Contribute to dissemination and publication of research findings; and
- 5.13 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.

Professional Services

- 5.14 Contribute as resource persons, coordinators or organizers for various professional development activities within the College/University as well as for those outside the University.
- 5.15 Participate in developing and promoting a clear vision of the College's/unit's strategic direction;
- 5.16 Participate as a team member to support senior colleagues, who have delegated responsibility for specific strands of work/sub-units;
- 5.17 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;
- 5.18 Represent and promote the University externally – nationally and internationally e.g. managing relations with external partners and stakeholders;
- 5.19 Coordinate the organization of conferences, seminars, workshops and/or working with relevant experts in the area of specialization; and
- 5.20 Provide guidance to other staff and students.

3. Assistant Lecturer (Position Level 6)

Teaching

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

Research

- 6.7 Assist academics and researchers in planning and implementing experiments, conducting interviews, administering surveys, or coordinating for focus group discussions;
- 6.8 Search for scholarly literature relevant to the research project, searching the library, copying articles, ordering additional articles and books, and formulating bibliography;
- 6.9 Contribute to data analysis (on quantitative data or on quantitatively coded qualitative data);
- 6.10 Contribute to designing and development of research projects for generation of research funds;
- 6.11 Assist academics or researchers in preparing presentations about research project results for conferences, academic discourse and research presentations;
- 6.12 Help faculty 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;
- 6.13 Carry out research with senior academics and researchers and contribute to major publications as co-authors;

Professional Services

- 6.14 Contribute as resource persons, coordinators or organizers for various professional development activities within the College/University as well as for those outside the University;
- 6.15 Participate in developing and promoting a clear vision of the College's/unit's strategic direction;
- 6.16 Participate as a team member to support senior colleagues, who have delegated responsibility for specific strands of work/sub-units;
- 6.17 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;
- 6.18 Represent and promote the University externally – nationally and internationally e.g. managing relations with external partners and stakeholders;
- 6.19 Coordinate the organization of conferences, seminars, workshops and/or working with relevant experts in the area of specialization;
- 6.20 Provide guidance to other staff and students;
- 6.21 Mentor and develop junior colleagues;
- 6.22 Organize and coordinate meetings and discussion related administrative issues in respective department/school/Programme unit;
- 6.23 Assist in the preparation and organization of university/college wide functions; and
- 6.24 Assist in the organization of community services.

4. SPECIFIC ROLES AND RESPONSIBILITIES:

- Assist the head of college/department/center in the administrative duties.
- Carry out administrative works of the center/department/course (if assigned).
- Coordinate related projects/programs of the College.
- Participate in different committees, meetings, extra-curricular seminar, workshops, and conferences

He/she should be able to teach following subjects:

- Basic Accounting
- Materials and Specifications
- Basic Economics
- Materials Management
- Purchase Management
- Inventory Management
- Principle of Management
- Introduction to Procurement Rules and Regulations
- Warehouse Management
- Tally
- Principles and Practices of Management
- Logistics Management
- Negotiation Skills
- Entrepreneurship Development (Elective)

5. KNOWLEDGE, SKILLS & ABILITIES (KSA) REQUIREMENTS

Education: B.A. Materials Management/ B. Sc. in Procurement and Supply Chain Management or Masters in Supply Chain & Logistics Management. Preference will be given to Masters/Bachelors in Materials Management, Supply Chain Management.

5.1 Experience:

Preferable candidates with teaching experience at school or university level in the area of management, commerce, economics, marketing, procurement, logistics and supply chain and materials management.

OR

Work experience at managerial level in the field of procurement management, materials and logistics management, warehouse and inventory management and supply chain.

5.2 Knowledge Skills and Abilities:

- (a) Possess good communication skills both written and spoken in Dzongkha and English, Basic Research skills, Managerial skills
- (b) Strong subject knowledge in specified modules
- (c) Interest in teaching profession, willing to adapt in any working environment, open, proactive, willingness to support and work under challenging situation.