

# ROYAL UNIVERSITY OF BHUTAN

## POSITION PROFILE

### 1. JOB IDENTIFICATION

1.1 Position Title:	Associate Lecturer
1.2 Position Level:	Position Level 5
1.3 Occupational Group:	Academics
1.4 College/OVC:	Sherubtse College

### 2. MAIN PURPOSE OF THE POSITION:

The main purpose of the position is to:

- engage in full time teaching,
- carry our research works,
- engage in programme management and development,
- provide advisory services,
- contribute to various professional development activities
- participate in decision-making and governance at the college or university level
- represent and promote the university nationally and internationally

### 3. GENERAL ROLES AND RESPONSIBILITIES:

#### *Teaching*

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

#### *Research and Innovation*

- 3.6 Generate fund for the University through research projects, consultancies and advices;
- 3.7 Supervise research projects and dissertation where these are part of the Programme(s) of study;
- 3.8 Contribute to design of research projects and define methods such as conducting surveys and econometric analysis
- 3.9 Carry out literature reviews within pre-specified parameters;
- 3.10 Run analysis/interpreting data using specified and agreed techniques/models in economics;
- 3.11 Prepare summary reports of research methods/findings;
- 3.12 Contribute to dissemination and publication of research findings; and
- 3.13 Carry out small-scale independent research projects or as a lead in a team and publish some quality papers/production including few in reputed journals/platforms.

#### *Professional Services*

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

- 3.16 Participate as a team member to support senior colleagues, who have delegated responsibility for specific strands of work/sub-units;
- 3.17 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;
- 3.18 Represent and promote the University externally – nationally and internationally e.g. managing relations with external partners and stakeholders;
- 3.19 Coordinate the organization of conferences, seminars, workshops and/or working with relevant experts in the area of specialization; and
- 3.20 Provide guidance to other staffs and students.

#### **4. SPECIFIC ROLES AND RESPONSIBILITIES:**

Candidate must be able to teach the modules: **Micro and Macro-economics, Econometrics, Environmental economics, Public Finance, Developmental Economics and World Economic History**

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

**5.1 Education:** MA in Economics (Candidates must have BA or BSc in Economics/BA Economics with combination subjects, at undergraduate level)

**5.2 Experience:** Teaching experience in the relevant area at University level or higher secondary level will be an added advantage

#### **5.3 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.