

ROYAL UNIVERSITY OF BHUTAN

POSITION PROFILE

1. JOB IDENTIFICATION

1.1	Position Title	:	Associate Lecturer/Lecturer
1.2	Position Level	:	5/4
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

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

Research

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

- Contribute as resource persons, coordinators or organizers for various professional development activities within the College/University as well as for those outside the University.
- 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 operation 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; and
- Provide guidance to other staff and students.

(Note: General roles and responsibilities for higher positions would be different from that given above which is specifically for Associate Lecturer's position)

4. SPECIFIC ROLES AND RESPONSIBILITIES:

Candidate must be able to teach the modules: **Fundamentals of Earth Science, Introduction to GIS and Remote Sensing, Soil Science, Fundamentals of Meteorology & Climatology, Principles of Glaciology, Supervise Honor's Project.**

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

5.1 Education: MSc/PhD in Earth Science/Geology (Candidate must have B.Sc. Environment Science as core subject in their 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.