

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:	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:

Assistant Lecturer (Position Level 6)

Teaching

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

Research

- 3.7 Assist academics and researchers in planning and implementing experiments, conducting interviews, administering surveys, or coordinating for focus group discussions;
- 3.8 Search for scholarly literature relevant to the research project, searching the library, copying articles, ordering additional articles and books, and formulating bibliography;
- 3.9 Contribute to data analysis (on quantitative data or on quantitatively coded qualitative data);
- 3.10 Contribute to designing and development of research projects for generation of research funds;
- 3.11 Assist academics or researchers in preparing presentations about research project results for conferences, academic discourse and research presentations;
- 3.12 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;
- 3.13 Carry out research with senior academics and researchers and contribute to major publications as co-authors;

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 running 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;
- 3.20 Provide guidance to other staff and students;
- 3.21 Mentor and develop junior colleagues;
- 3.22 Organize and coordinate meetings and discussion related administrative issues in respective department/school/Programme unit;
- 3.23 Assist in the preparation and organization of university/college wide functions; and
- 3.24 Assist in the organization of community services.

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

4. SPECIFIC ROLES AND RESPONSIBILITIES:

- To teach undergraduate level courses (at least two modules every semester)
- Should be able to teach:
 - Algebra, Calculus, Geometry, Probability & Statistics, Discrete Structures
 - Advanced mathematics modules within two years (Analysis and Abstract Algebra)
- Guide students in research activities and be a mentor to a group of students
- Involve in the curriculum development as and when required

5. KNOWLEDGE, SKILLS & ABILITIES (KSA) REQUIREMENTS

5.1 Education: BSc in Mathematics (Honours/Major)/BSc in Mathematics & Physics/BSc in Mathematics & Chemistry

OR

MSc in Mathematics with BSc in Mathematics (Honours/Major)/BSc in Mathematics & Physics/BSc in Mathematics & Chemistry

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:

Essential: Strong subject knowledge and very good communication skills

Desirable: Advance subject knowledge with an ability to undertake research

Personal qualities:

- Must have beginner's attitude towards learning.
- Must be hardworking, sincere and punctual.
- Must have good interpersonal relation.
- Must have the curiosity to learn new things.
- Must have positive attitude towards the organization