

# ROYAL UNIVERSITY OF BHUTAN

## POSITION PROFILE

### 1. JOB IDENTIFICATION

- 1.1 Position Title: Associate Lecturer/Assistant Lecturer
- 1.2 Position Level: 5 or 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*

- 6.1 Contribute to elements of teaching within clear and established programmes as conducting tutorial classes or team teaching with a senior academic;
- 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 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. However they may teach diploma programmes immediately;

##### **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 academic 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;

#### **Services**

- 6.14 Contribute as resource persons, coordinators or organisers for various professional development activities within the College/University as well as for those outside;
- 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 organisation of conferences, seminars, workshops and/or working with relevant experts in the area of specialisation;
- 6.20 Provide guidance to other staff and students;
- 6.21 Organise and coordinate meetings and discussion related to administrative and managerial issues in respective department/school/programme unit;
- 6.22 Assist in the preparation and organisation of university/college wide functions; and
- 6.23 Assist in the organisation of community services.

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

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

Candidate must be able to teach the modules: **Morbidity and Mortality, Migration and Development, Reproductive Health, Urbanization and Development, Public Health and Development, Project Design and Management, Monitoring and Evaluation of Population Programs**

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

**5.1 Education:** MA or MSc in Project Management or MA in Development Studies or MA in Population Studies/Demography (for Associate Lecturer). Candidates must have BA in Population Studies/Demography or BA in Population and Development Studies, at undergraduate level

**OR**

BA in Population Studies/Demography or BA in Population and Development Studies (for Assistant Lecturer)

**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.