

ROYAL UNIVERSITY OF BHUTAN

POSITION PROFILE

1. JOB IDENTIFICATION

- 1.1. **Position Title:** Chief, Research and Development Division
- 1.2. **Position Level:** Position Level 4
- 1.3. **Occupational group:** Administrative & Technical Positions
- 1.4. **College/OVC:** OVC

2. MAIN PURPOSE OF THE POSITION

To achieve the research mandate of the University to promote the culture of research and knowledge development in RUB.

3. GENERAL ROLES AND RESPONSIBILITIES

- ❖ Develop research policies and procedures;
- ❖ Oversee the quality assurance for research activities in the University;
- ❖ Coordinate with academics and student researchers on matters relating to grant development/proposal writing for research projects;
- ❖ Ensure that RUB research policies and procedures are followed well especially in the areas of research ethics, quality standards, research dissemination, research commercialization and intellectual property issues;
- ❖ Coordinate capacity development of RUB researchers through research trainings, early career researcher support and mentoring, internships, and research attachments;
- ❖ Ensure the conduct of meetings and other events of the Research and Innovations Committee and ensure effective dissemination of the decisions and follow-ups arising from these;
- ❖ Provide oversight on the management and quality assurance of research studies supported through university funding (e.g. Annual University Research Grant) and their effective dissemination;
- ❖ Coordinate the development of grant applications, research contracts and cooperation agreements with external research organisations, and monitor grant implementation;
- ❖ Develop and encourage a culture of academics' participation in high calibre research and development team, such as research think tanks;
- ❖ Foster linkages with external institutions for research partnerships;
- ❖ Assist the Director of Research and External Relations to lead the development and management of the Institute for GNH Studies (iGNHaS);
- ❖ Oversee the preparation and implementation of plans, projects and programmes related to research and development including the iGNHaS;
- ❖ Coordinate the development and presentation of progress and annual reports on research and development including the iGNHaS;
- ❖ Ensure the effective dissemination of knowledge arising from research and scholarly activities of iGNHaS through knowledge dissemination events and publications;
- ❖ Support the professional growth and development of the staff within the division;
- ❖ Monitor and assess the performance of staff within the division; and
- ❖ Carry out any other task that may be assigned from time to time.

4. SPECIFIC ROLES AND RESPONSIBILITIES

- **Policies Development and quality assurance**
 - Develop research policies and guidelines for research and development in line with the international research regulations and also synchronize with RUB policies and regulations with approval from relevant committees;

- Review and update research policies and guidelines;
- Ensure that RUB research policies and procedures are followed well especially in the areas of research ethics, quality standards, research dissemination, research commercialization and intellectual property issues;
- Develop and encourage a culture of academics' participation in high calibre research and development team, such as research think tanks;
- Network
- Provide oversight on the management and quality assurance of research studies supported through university funding (e.g. Annual University Research Grant) and their effective dissemination;
- Assist in promoting research at the national level;
- **Foster linkages with external institutions for research partnerships;**
 - Develop and encourage a culture of academics' participation in high calibre research and development team;
 - Coordinate joint research projects with external institutions;
- **Manage Research Knowledge Repository**
 - ❖ Ensure the quality of research through the annual research planning, monitoring and reporting template;
 - ❖ Develop and maintain research repository for knowledge development in the University;
- **Capacity Development**
 - Conduct research capacity development programme;
 - Coordinate capacity development of RUB researches through research trainings, early career researcher support and mentoring, internships, and research attachments;
- **Research Project and Grant Development**
 - ❖ Coordinate the development of grant applications, research contracts and cooperation agreements with external research organisations, and monitor grant implementation
 - ❖ Coordinate with academics and student researchers on matters relating to grant development/proposal writing for research projects;
 - ❖ Manage Annual University Research Grant;
- **Research Dissemination**
 - Ensure the conduct of meetings and other events of the Research and Innovations Committee and ensure effective dissemination of the decisions and follow-ups arising from these;
 - Coordinate the development and presentation of progress, annual reports on research and development;
- **Project Management**
 - Manage international research projects;
 - Oversee the preparation and implementation of plans, projects and programmes related to research and development including the iGNHaS;

5. KNOWLEDGE, SKILLS AND ABILITIES REQUIREMENTS

Education: Bachelors.

Experience: 10 year of experience in relevant field at professional positions or equivalent

Knowledge skills and abilities: Competent in speaking, reading, writing reports and with computer skills with basic data compilation and analysis.