

ROYAL UNIVERSITY OF BHUTAN

POSITION PROFILE

1. JOB IDENTIFICATION

- 1.1. **Position Title:** Assistant Research Officer, Research and Development Division
- 1.2. **Position Level:** Position Level 8
- 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

- Assist in the implementation of research policies and processes;
- Draft proposals/progress reports/promotional materials related to research and development;
- Support the iGNHaS and the division in the drafting the institute's annual plan and the annual report;
- Assist in organising research conference, seminars and workshops in terms of confirming participants, printing documents, writing minutes and making logistical arrangements;
- Provide logistical and clerical support in the meetings including Research and Innovation Committee for the division and iGNHaS;
- Compile and document information related to research activities, research grant and publications;
- Assist in disseminating information arising from research and scholarly activities of iGNHaS through knowledge dissemination events and publications;
- Assist in organising capacity development programmes for researches such as research trainings, early career researcher support and mentoring, internships, and research attachments; and
- Carry out any other works as it may be assigned from time to time.

4. SPECIFIC ROLES AND RESPONSIBILITIES

- **Quality assurance**
 - Assist in review and update of research policies and guidelines;
 - Ensure that RUB research policies and procedures are followed;
 - Assist in planning, monitoring and reporting of Research Centres of RUB;
 - Assist in 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;
 - Assist in developing and management of research repository for knowledge development in the University;
- **Foster linkages with external institutions for research partnerships;**

- Assist in developing and encouraging a culture of academics' participation in high calibre research and development team;
- Assist in coordinating joint research projects with external institutions;
- **Capacity Development**
 - 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;
 - ❖ Assist in managing Annual University Research Grant;
- **Research Dissemination**
 - Compilation of progress reports, annual reports on research and development;
- **Project Management**
 - Assist in managing international research projects;
 - Assist in preparation and implementation of plans, projects and programmes related to research and development including the iGNHaS;

5. KNOWLEDGE, SKILLS AND ABILITIES REQUIREMENTS

Education: BSc Mathematics/Statistics

Experience: Undergraduate Degree will be adequate.

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