

ROYAL UNIVERSITY OF BHUTAN

POSITION PROFILE

1. JOB IDENTIFICATION

1.1 Position Title: Associate Lecturer

1.2 Position Level: 5

1.3 Occupational Group: Academics

1.4 College/OVC: Sherubtse College

1.5 Slot: 1

2. MAIN PURPOSE OF THE POSITION: *(provide main purpose of the job)*

Undertake academic teaching of at least two modules.

3. GENERAL ROLES AND RESPONSIBILITIES: *(Use Representative Work Activities as provided in Position Directory)*

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

4. SPECIFIC ROLES AND RESPONSIBILITIES: *(Provide list of specific task that is not covered by the Representative Work Activities)*

- a) Teach and assess ANY301– Real Analysis I.
- b) Teach and assess ALG304- Vector Spaces and Linear Transformation.
- c) Teach and assess GTY202-Vector Algebra and 3D Geometry.

5. **KNOWLEDGE, SKILLS & ABILITIES (KSA) REQUIREMENTS:** *(Use KSA and Position Profile Matrix Position Directory as a guide)*

5.1 **Education:** MSc in Mathematics/ MSc in Applied Mathematics and have studied BSc in Mathematics/ BSc in Mathematics & Physics/ BSc in Mathematics & Chemistry in undergraduate.

5.2 **Experience: None**

5.3 **Knowledge Skills and Abilities:**

- a) Contribute as resource persons, coordinators or organizers for various Professional development activities within the College/University as well as for those outside the University.
- b) Participate in developing and promoting a clear vision of the College's/unit's strategic direction;
- c) Participate as a team member to support senior colleagues, who have delegated responsibility for specific strands of work/sub-units;
- d) 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;
- e) Represent and promote the University externally – nationally and internationally e.g. managing relations with external partners and stakeholders;
- f) Coordinate the organization of conferences, seminars, workshops and/or working with relevant experts in the area of specialization;