

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** : Jigme Namgyel Engineering College

2. MAIN PURPOSE OF THE POSITION:

Undertake academic teaching of at least two modules at Undergraduate/Diploma level

3. GENERAL ROLES AND RESPONSIBILITIES:

Teaching

- Teach at least two modules (full time) in a semester and support students within own subject areas;
- Set and mark assessments, and advise students on their progress;
- Develop and deploy learning-teaching materials in area of own expertise;
- Plan and review own approach to learning;
- Take responsibility for organizing own activities with optimum utilization of allocated resources.

Research and Innovation

- Generate fund for the University/College through research projects, consultancies and services;
- Supervise research projects and dissertation where these are part of programme(s) of study;
- Carry out literature searches within pre-specified parameters;
- Collect/organize/analyze/interpret data using specified and agreed techniques/models;
- Prepare summary report of research methods/findings;
- Contribute to dissemination and publication of research findings

Services

- Contribute as resource persons, coordinator or organizer for various professional development activities within the College/University as well as for those outside;
- Participate in developing and promoting a clear vision of the College's strategic direction;
- Participate as a team member to support senior colleagues, who have delegated responsibility for specific strands of work/sub-units;
- 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;
- Represent and promote the University externally – nationally and internationally e.g. managing relations with external partners and stakeholders;
- Coordinate the organisation of conferences, seminars, workshops and/or working with relevant experts in the area of specialization;
- Provide guidance to other staff and students;
- Organize and coordinate meetings and discussion related to administrative and managerial issues in respective department/school/programme unit;
- Assist in the preparation and organisation of university/college wide functions;
- Assist in the organisation of community services.

4. SPECIFIC ROLES AND RESPONSIBILITIES:

Teaching and assessment of the following modules

- Accounting and Finance in Procurement and Supply Chain (EAM101)
- Managerial Economics (EAM102)
- Materials Management (MAM101)
- Supply Chain Management (SCM101)
- Purchase Management (PCM101)
- Inventory Management (MAM102)
- Procurement Rules and Regulations (PCM202)
- Warehouse Management (MAM203)
- Tally (EAM203)
- Logistics Management (MAM204)
- Negotiation Skills (PCM203)
- Entrepreneurship (EDP101)

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

- 5.1 Education** : MBA/MCom/BBA/BCom/any other relevant qualifications including Procurement/Supply Chain/Logistics/Inventory Management
- 5.2 Experience** : Teaching/Industrial experience in the relevant field will be an added advantage

5.3 Knowledge Skills and Abilities:

- Ability to demonstrate high level of commitment to learning and teaching
- Ability to listen and being open to multiple views, perspectives and feedback
- Sound skills in research, analysis and dissemination of knowledge by way of publication and presentation
- Ability to master in a particular field of specialization and provide excellent learning outcomes among the students