

**ROYAL UNIVERSITY OF BHUTAN**  
**POSITION PROFILE**

**1. JOB IDENTIFICATION**

- 1.1 **Position Title** : Chief, External Relation Division  
1.2 **Position level** : 4  
1.3 **Occupational Group** : Administrative and Technical  
1.4 **College/OVC** : Office of the Vice Chancellor

**2. MAIN PURPOSE OF THE POSITION:**

To develop and manage external relations for all the colleges through OVC. Oversee the study abroad programmes. Serve as focal protocol officer to RUB's guests and external visitors

**3. GENERAL ROLES AND RESPONSIBILITIES:**

- 3.1 Develop/review policies, procedure and process related to external relations for the University;
- 3.2 Develop and manage international relations (with external universities and relevant organisations);
- 3.3 Act as a focal point of the RUB for establishing contacts related to Study/Semester Abroad-network between OVC and RUB colleges;
- 3.4 Oversee the management of study/semester abroad programmes (international programme orientation on RUB campuses, academic transcripts arrangement, designing papers on study abroad if required, collaborate design of study abroad modules with the external universities, establish external universities' contacts to relevant colleges, and carry out administrative functions relevant to the activities, including: international student recruitment and admission, visa, immigration and protocol);
- 3.5 Liaise and coordinate with concerned agencies and authorities for staff visits;
- 3.6 Coordinate the formulation and signing of MOUs for external linkages;
- 3.7 Manage National/Internal Relations (within RUB and Bhutan);
- 3.8 Promote external linkages of colleges through establishing networks, communicating, liaising, to link RUB colleges to external universities via OVC;
- 3.9 Serve as focal protocol officer to RUB's guests and external visitors; and
- 3.10 Carry out any tasks that may be assigned from time to time.

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

- 4.1 **Education** : Bachelors Degree
- 4.2 **Experience**: 10 years of experience at professional positions or equivalent. Preference will be given to candidates with relevant experience and qualification.
- 4.3 **Knowledge Skills and Abilities**:
- 4.3.1 High level of technical knowledge in the area of responsibilities with ability to contribute to formulation of policies, strategies and strategic goals.
- 4.3.2 Leadership quality to garner support of different functional units and colleges.
- 4.3.3 Excellent inter-personal skills to garner full support from relevant officials both within and outside the University to deliver the outcomes in the area of responsibilities.
- 4.3.4 Ability to set strategic direction and make prompt decisions to ensure efficient and effective service delivery.
- 4.3.5 Sound knowledge of higher education systems and management, and able to contextualise the technical knowledge that befits tertiary education system.