

# ROYAL UNIVERSITY OF BHUTAN POSITION

## POSITION PROFILE

### 1. JOB IDENTIFICATION

**1.1 Position Title:** Assistant External Relations Officer

**1.2 Position Level:** Position Level 8/7/6/5

**1.3 Occupational Group:** Administrative & Technical

**1.4 College/OVC:** Office of the Vice Chancellor

### 2. MAIN PURPOSE OF THE POSITION:

The Assistant External Relations Officer will assist the Chief of the External Relations Division by promoting and supporting activities related to promotion, branding and knowledge sharing with external universities and institutions. The Officer will assist the Registry in establishing linkages with accredited universities and support activities related to Meetings, Incentives, Conference and Events/Exhibitions (MICE) and assist mobility to help strengthen the established network.

### 3. GENERAL ROLES AND RESPONSIBILITIES:

- 3.1 Assist in organising all necessary activities for the management of external relations and communications of the University;
- 3.2 Assist with all logistical support to liaise with concerned College and academic institutions abroad for implementation of study abroad programmes;
- 3.3 Assist in providing logistical support to international students in terms of organising international orientation programme on RUB campuses, and recruitment and admission of international students;
- 3.4 Carry out all administrative works to facilitate staff visits such as processing for visa, passport; travel etc.; and
- 3.5 Carry out any other task as may be assigned from time to time.

### 4. SPECIFIC ROLES AND RESPONSIBILITIES:

- 4.1 Assist in organizing activities for the management of external relations by facilitating incoming international staff and student with preparation of note sheet and seeking approval on the mobility in consultation with the college and administration office, where relevant
- 4.2 Assist in compilation of international mobility database of incoming staff and students for each year into categories and assist in writing report on the status for upload on the Registry Annual Report for the fiscal year
- 4.3 Assist in liaising with concerned college(s) and academic institutions abroad for implementation of study abroad programmes and drawing up of agreements, preparation of invoices and transfer of study abroad costs; and preparation of programme in consultation with RUB college(s)
- 4.4 Assist in providing logistical support to international students in terms of organizing international orientation and departure programme on RUB campuses and international student paperwork with the Department of Immigration
- 4.5 Assist in publication of brochures and study abroad related materials for branding international education at RUB
- 4.6 Assist in seeking MoU approval from relevant governmental agencies, prepare draft template according to the OAG template, discuss and agree on the contents of the template with the signing institution, maintain MoU in the database and assist in submitting annual report to the Cabinet Secretariat on its follow ups

- 4.7 Assist in organization of MICE events and seeking clearances and approval from relevant governmental agencies and providing logistical support to arrangement of the conference/seminar event, if conducted at OVC
- 4.8 Assisting in liaising with Erasmus mobilities and Fulbright approvals for short term staff at RUB colleges and processing approvals and letter of Intent on behalf of the colleges
- 4.9 Assist in submission of External Relation agendas to SMT, RIC, RDC, AB, Executive Forum, and UC meetings, where relevant and carry out the follow ups
- 4.10 Assist in preparing turn-around-time (TAT) and standard operating procedure (SOP) relating to international student acceptance and placement in colleges, where necessary
- 4.11 Attend meetings of international universities' visit to OVC, RUB, when asked, and capture meeting points and carry out follow ups, if any
- 4.12 Assist convocation preparation in the Department to host the RUB convocation event
- 4.13 Carry out any other activities that may be assigned by the Department from time to time

## **5 KNOWLEDGE, SKILLS & ABILITIES (KSA):**

- 5.1 **Education:** Bachelor's degree
- 5.2 **Experience:** Preference will be given to candidates with relevant experience. Position level will commensurate with number of years of experience.
- 5.3 **Knowledge, Skills and Abilities:**
  - 5.3.1 Ability to keep up-to-date with the time bound work related to visa, MoU and international events and provide timely information to international networks
  - 5.3.2 Good written, spoken and listening skills to deal with international institutions
  - 5.3.3 Efficiency in organization of MICE events, and execution of study abroad projects and activities
  - 5.3.4 Ability to work in teams and ready to work beyond working hours as the work relates to dealing with international institutions all over the world operating on different time zones
  - 5.3.5 Sound analytical skills with knowledge in communication and ability to work with multiple stakeholders: college, governmental agencies and external institutions
  - 5.3.6 Conversant in public diplomacy when dealing in external relations to assist facilitation, branding and promotion of the University
  - 5.3.7 Ability to design and create layout for international promotional materials