

**ROYAL UNIVERSITY OF BHUTAN
POSITION PROFILE**

1. JOB IDENTIFICATION

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| 1.1. Position Title: | Research Officer / Senior Research Officer / Deputy Chief Research Officer/ Chief Research Officer, Higher Degree Research Division. |
| 1.2. Position Levels: | 7/6/5/4 |
| 1.3. Occupational Group: | Administrative and Technical Staff |
| 1.4. Employment Type: | Regular |
| 1.5. College/OVC: | DeAR, OVC |

2. MAIN PURPOSE OF THE POSITION:

A key role of the Division of Higher Degree Research (HDR), Department of Academic & Research (DeAR) at the Office of the Vice Chancellor (OVC) is to plan and support the development of research degree programmes in colleges across the University, ensuring such programmes are quality assured and implemented in accordance with RUB's Research Degree Framework. Apart from coordinating research degree programmes, the staff will also look after research journal publications at OVC.

The selected candidate will be responsible for the HDR's outputs and report directly to the Pro-Vice-Chancellor (Academic & Research)

3. GENERAL ROLES AND RESPONSIBILITIES:

The Chief/Officer will:

- 3.1. Develop and implement university-wide policies and procedures for research degrees
- 3.2. Review research degree policies and procedures in a timely manner
- 3.3. Prepare plans, programmes and projects related to research degrees in the University
- 3.4. Prepare and submit progress reports including annual reports pertaining to research degree programmes.
- 3.5. Assure and enhance the quality of research degree programmes through conduct of initial validation, periodic reviews, annual monitoring and external examinations/supervisions.
- 3.6. Maintain updated definitive programme documents for research degree programmes in colleges.
- 3.7. Maintain and regularly update guidelines and protocols for OVC's research publications

- 3.8. Liaise, consult and negotiate with external bodies, agencies and partners, to ensure that research degree programmes are developed based on the needs, demands and relevancy of stakeholders.
- 3.9. As secretary to Research Degree Committee (RDC), coordinate and organize the regular meetings and ensure effective implementation and dissemination of resolutions.
- 3.10. As the focal person for DeAR's APA, coordinate the formulation, vetting and submission from the Department and represent DeAR in RUB-wide for a associated with performance management.
- 3.11. Publish research journal from OVC with responsibilities for receipt, processing, editing, reviewing and publication of journals.
- 3.12. Be informed of developments in the field of research at tertiary education. Read pertinent literature, attend meetings and participate in professional associations as appropriate. Establish and maintain an active network of professional contacts.
- 3.13. Undertake other reasonable duties, as determined by the Pro-Vice-Chancellor (Academic & Research).

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

4.1. **Education:** Bachelor's Degree.

4.2. **Experience:**

- *For Chief:* 10 years of experience in the relevant field at professional positions or equivalent.
- *For Officer:* Position level will be commensurate with experience.

4.3. **Knowledge Skills and Abilities**

- 4.3.1. Sound knowledge in the area of responsibilities with ability to contribute to formulation of policies, strategies and strategic goals
- 4.3.2. Ability to work in teams and ready to work beyond working hours
- 4.3.3. Leadership quality to garner support of different functional units at OVC and academic leaders in colleges.
- 4.3.4. Good 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.
- 4.3.5. Ability to set strategic direction and make prompt decisions to ensure efficient and effective service delivery.
- 4.3.6. Excellent writing skills and English proficiency to meet the demands of editing programme documents, reports, proposals and recording/writing minutes of meeting.