

**ROYAL UNIVERSITY OF BHUTAN  
POSITION PROFILE**

**1. JOB IDENTIFICATION**

- 1.1. Position Title:** Programme, Teaching & Learning Officer/ Senior Programme, Teaching & Learning Officer / Deputy Chief Programme, Teaching & Learning Officer / Chief Programme, Teaching & Learning Officer, Programme Teaching and Learning Division.
- 1.2. Position Level:** 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 Programmes, Teaching & Learning (PTL), Department of Academic & Research (DeAR) at the Office of the Vice Chancellor (OVC) is to plan and support the development of educational programmes in colleges across the University, ensuring that the staff who develop the programmes are well briefed and have access to the necessary guidelines, support and network with workplace.

The selected candidate will be responsible for the PLT'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 strategies for programme initiation and development, learning environment, teaching & Learning, and assessment
- 3.2. Initiate programme planning of all colleges towards development of University's periodic strategic plans. This will take into account the capacity of colleges and their strategic directions. This will also include the preparation, monitoring and review of University's strategic and operational plans related to programmes, teaching and learning
- 3.3. Support constituent colleges to undertake needs analysis in order to establish an appropriate portfolio of programmes relevant for the University in relation to subject and professional areas, modes of study, level of qualification, and the nature of the programmes

- 3.4. Develop a University-wide programme developer's guide and support lecturers across the University in implementing the guide. The guide would have detailed stages and work involved in the process of taking a programme from grant of planning approval to validation. The Chief/Officer will support programme developers through the various stages of programme development.
- 3.5. Liaise, consult and negotiate with external bodies, agencies and partners, to ensure that programmes are developed based on the needs, demands and relevancy of stakeholders.
- 3.6. Coordinate and review plans of actions and monitor their implementation, of all member colleges, related to programme planning & development.
- 3.7. Develop new university-wide modules and be responsible for their upkeep and health in coordination with host college.
- 3.8. Network with external organizations to seek support and collaboration in improving the learning and teaching environment at RUB and external inputs (expertise and resources) from organization with the University.
- 3.9. As secretary to ACDA, coordinate and organize the annual conferences and implement decisions of the conference
- 3.10. Develop and implement regulations and procedures related to college libraries; and be the convener/organizer to the annual Heads of Libraries (HoL) Meet
- 3.11. Be informed of developments in the field of tertiary education learning and teaching. Read pertinent literature, attend meetings and participate in professional associations as appropriate. Establish and maintain an active network of professional contacts.
- 3.12. Undertake other reasonable duties, as determined by the Pro-Vice-Chancellor (Academic & Research).

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

**4.1. Education:** Bachelors with Teacher Training certificate

**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 meetings