

ROYAL UNIVERSITY OF BHUTAN
POSITION PROFILE

1. JOB IDENTIFICATION

- 1.1 Position Title: Assistant Lecturer/Associate Lecturer
- 1.2 Position Level: 6/5
- 1.3 Occupational Group: Academics
- 1.4 College/OVC: College of Natural Resources

2. MAIN PURPOSE OF THE POSITION:

- To teach undergraduate level courses in the field of Agriculture
- Engage in scholarly research works lead by a senior faculty member
- Provide consultative and advisory services
- Guide students in research projects
- Involve in Programme review and development
- Assist in overall administration of the college

3. GENERAL ROLES AND RESPONSIBILITIES:

Teaching (Assistant Lecturer)

- Contribute to elements of teaching within clear and established Programmes as conducting tutorial classes or team teaching with a senior lecturer;
- Support learners and /or supervise class activities in specific areas of activity according to established procedures as language lab or practical work;
- Monitor student progress and provide formative feedback;
- Assist with the administration and support in marking of assessments;
- Assist senior academics with the preparation of module/Programme materials;
- Prepare lesson plans and teach full modules by at least the second year at this level;

Teaching (Associate lecturer)

1. Teach modules (full load) and support students within own subject area at least up to the undergraduate level
2. Set and mark assessments, and advise students on their progress;
3. Develop and deploy teaching-learning materials in area of own expertise;
4. Plan and review own approach to learning;
5. Take responsibility for organizing own activities and for the management of allocated resources;

Research (Assistant lecturer)

- Assist academics and researchers in planning and implementing experiments, conducting interviews, administering surveys, or coordinating for focus group discussions;
- Search for scholarly literature relevant to the research project, searching the library, copying articles, ordering additional articles and books, and formulating bibliography;
- Contribute to data analysis (on quantitative data or on quantitatively coded qualitative data);
- Contribute to designing and development of research projects for generation

- of research funds;
- Assist academics or researchers in preparing presentations about research project results for conferences, academic discourse and research presentations;
- Help faculty and researchers in preparation of manuscript such as general layout, proof reading for editorials, binding and compiling of materials etc., for submission to academic and scholarly journals or publications;
- Carry out research with senior academics and researchers and contribute to major publications as co-authors;

Research (Associate Lecturer)

1. Generate fund for the University through research projects, consultancies and advices;
2. Supervise research projects and dissertation where these are part of the programme(s) of study;
3. Contribute to design of research projects and define methods such as conducting surveys and focused interviews;
4. Carry out literature searches within pre-specified parameters;
5. Run analysis/interpreting data using specified and agreed techniques/model
6. Prepare summary reports of research methods/findings;
7. Contribute to dissemination and publication of research findings; and
8. Carry out small-scale research projects on their own or as a lead in a team and publish some quality papers including few in reputed journals

Professional Services (Assistant Lecturer)

- Contribute as resource persons, coordinators or organizers for various professional development activities within the College/University as well as for those outside the University;
- Participate in developing and promoting a clear vision of the College's/unit'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 organization of conferences, seminars, workshops and/or working with relevant experts in the area of specialization;
- Provide guidance to other staff and students;
- Mentor and develop junior colleagues;

- Organize and coordinate meetings and discussion related administrative issues in respective department/school/Programme unit;
- Assist in the preparation and organization of university/college wide functions; and
- Assist in the organization of community services.

Professional Services (Associate lecturer)

1. Contribute as resource persons, coordinators or organizers for various professional development activities within the College/University as well as for those outside
2. Participate in developing and promoting a clear vision of the College's/unit's strategic direction;
3. Participate as a team member to support senior colleagues, who have delegated responsibility for specific strands of work/sub-units;
4. Contribute to the operation of the University by participating in decision-making and governance including committees or taskforce as appropriate, at College and/or University level;
5. Represent and promote the University externally – nationally and internationally e.g. managing relations with external partners and stakeholders;
6. Coordinate the organization of conferences, seminars, workshops and/or working with relevant experts in the area of specialization; and
7. Provide guidance to other staff and students.

4. SPECIFIC ROLES AND RESPONSIBILITIES:

The primarily responsibility is to teaching undergraduate and/or graduate courses related to Agriculture and related subjects. This involves preparing course materials, delivering lectures, conducting practical fieldwork, and assessing students' performance through assignments, exams, and projects.

5.1 Education: Preferred MSc candidate with BSc Agricultural Economies if not BSc Agriculture Economies

5.2 Experience: *Nil*

5.3 Knowledge Skills and Abilities:

1. Profound understanding of various aspects of agriculture, including crop production, soil science, plant breeding,
2. Competence in conducting agricultural research.
3. Skill in designing experiments, collecting data, and analyzing results.
4. Excellent written and verbal communication skills.
5. Ability in Guiding students in their academic and career development.
6. Ability in Providing mentorship and support to graduate students and junior faculty.
7. Proficiency in conducting fieldwork and experiments related to agriculture.
8. Possess good communication skills to be able to transfer knowledge and skills to the students.

9. Willing to take responsibilities and work in a team.
10. Have positive attitude towards teaching and learning