



འབྲུག་རྒྱལ་ཁཛུགས་ཤིན་མཛོན་གཞུང་གི་ལག་སྐྱོབ་ལྷན་ཁྲིམས།  
དགེ་འདུ་རྩོད་རིག་མཐོ་རིམ་སྐྱོབ་གྲྭ།  
དགེ་འདུ་རྒྱུ་ཁ་ལྷོང་ཁག།

ROYAL UNIVERSITY OF BHUTAN  
GEDU COLLEGE OF BUSINESS STUDIES  
GEDU: CHUKHA DZONGKHAG



## ROYAL UNIVERSITY OF BHUTAN POSITION PROFILE

### 1. JOB IDENTIFICATION

1.1	Position Title	: Assistant Lecturer/Associate Lecturer/Lecturer
1.2	Position Level	: PL6/PL5/PL4
1.3	Discipline	: Commercial Law (Corporate and Business Law)
1.4	Occupational Group	: Academics
1.5	Requirement	: 1
1.6	College	: Gedu College of Business Studies
1.7	Mode of employment	: Regular

### 2. MAIN PURPOSE OF THE POSITION:

- 2.1 Plan and teach Commercial Law and Taxation Law modules.
- 2.2 Design and implement assessment items
- 2.3 Research and implement best industry practices
- 2.4 Contribute to institutional capacity building through innovation and research of curriculum, academic inputs, and international exchange programmes
- 2.5 Mentor student's research projects.

### 3. GENERAL ROLES AND RESPONSIBILITIES

#### 3.1 Teaching

- 3.1.1 Plan and deliver lectures, seminars, and practical sessions of at least any three commercial law modules.
- 3.1.2 Design, administer, and evaluate assessments such as exams, projects and other assessment components as prescribed in module descriptor.
- 3.1.3 Stay updated on developments in the relevant field, incorporating new knowledge and teaching methods into courses.
- 3.1.4 Adhere to professional and ethical standards, promoting academic integrity and positive learning environment.
- 3.1.5 Take responsibility for organizing own activities and for the management of allocated resources.

#### 3.2 Research and Innovation

- 3.2.1 Generate fund for the University through research projects, consultancies and advices.
- 3.2.2 Supervise students research projects and dissertation where these are part of the programme(s) of study



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དགེ་འདུ་རྫོང་རིག་མཐོ་རིམ་སློབ་ཁྲིམས་

དགེ་འདུ་རྒྱུ་ཁྲོལ་ལག་

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- 3.2.3 Engage in research projects and scholarly activities relevant to the academic discipline.
- 3.2.4 Collaborate with colleagues, both within and outside the college, on interdisciplinary research projects.
- 3.2.5 Collaborate with community organizations or industry partners to apply research knowledge in addressing real-world challenges.
- 3.2.6 Write and prepare research papers for publication in academic journals and contribute chapters to books, monographs, or edited volumes relevant to the field of study.
- 3.2.7 Prepare and submit grants proposal to secure external funding for research projects, demonstrating the significance and feasibility of proposed work.

### 3.3 Services

- 3.3.1 Contribute as resource persons, coordinators or organizers for various professional development activities within the College/University as well as for those outside
- 3.3.2 Participate in developing and promoting a clear vision of the College's/unit's strategic direction
- 3.3.3 Serve in academic committees by contributing to decision-making processes and college governance including committees or task force as appropriate, at college and/or University level.
- 3.3.4 Represent and promote the University externally – nationally and internationally e.g., managing relations with external partners and stakeholders.
- 3.3.5 Coordinate and attend conferences, workshops, and seminars to share expertise and stay connected with the academic community.
- 3.3.6 Provide academic and career to other staff and students, assisting them in making informed decisions about their educational and professional paths.

*(Note: General roles and responsibilities for higher positions will be different from that given above which is specifically for Assistant Lecturer's position. Refer RWA for general roles and responsibilities for all positions)*

## 4. SPECIFIC ROLES AND RESPONSIBILITIES:

The faculty recruited through this advertisement should be able to teach and assess the following Law modules:

- Corporate Law
- Taxation Law & Practice
- Business Law & Governance.

Telephone: President: +975 5- 282297, Facsimile: 05- 282298 General Office: 05-282286 Dean: (Academic Affairs) 05- 282289, Dean (Students Affairs) 05- 282292, Dean (Research & Industrial Linkage) 05- 282425, Admin: 05- 282511 HR: 05-282529 Finance: 05- 282291, ICT: 05-282539 Library: 05 282290 Exam Cell: 05- 282270



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## 5. KNOWLEDGE, SKILLS & ABILITIES (KSA) REQUIREMENTS

- 5.1 *Education Qualification: Bachelor/Master/PhD/ (Law & Taxation/Commercial Law or any other relevant qualification*
- 5.2 *Experience: Preference may be given to those with teaching experiences and/ or industrial experiences in the relevant field*
- 5.3 Knowledge Skills and Abilities:
  - Ability to demonstrate high level of commitment to teaching.
  - Ability to listen and being open to multiple views, perspectives, and feedback
  - Engagement in continuous learning and development and committed to continuous improvement by way of recognizing to change personal, interpersonal, and managerial behaviour.
  - Sound skills in research, analysis and dissemination of knowledge mainly by way of publication
  - Ability to master in a particular field of specialization and provide excellent learning outcomes among the students