

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: *(provide main purpose of the job)*

1. Undertake academic teaching/training related works
2. Carry out research/publication works;
3. Provide advisory and coordinate/manage programs.

3. GENERAL ROLES AND RESPONSIBILITIES:

Teaching

Teaching (Assistant Lecturer)

1. Contribute to elements of teaching within clear and established Programmes as conducting tutorial classes or team teaching with a senior lecturer;
2. Support learners and /or supervise class activities in specific areas of activity according to established procedures as language lab or practical work;
3. Monitor student progress and provide formative feedback;
4. Assist with the administration and support in marking of assessments;
5. Assist senior academics with the preparation of module/Programme materials;
6. 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)

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

of research funds;

5. Assist academics or researchers in preparing presentations about research project results for conferences, academic discourse and research presentations;
6. 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;
7. 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)

1. Contribute as resource persons, coordinators or organizers for various professional development activities within the College/University as well as for those outside the University;
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 running 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;
7. Provide guidance to other staff and students;
8. Mentor and develop junior colleagues;
9. Organize and coordinate meetings and discussion related administrative issues in respective department/school/Programme unit;
10. Assist in the preparation and organization of university/college wide functions; and
11. 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.

SPECIFIC ROLES AND RESPONSIBILITIES:

To teach the modules of undergraduate level courses: Fundamentals of various aspects of forestry, such as forest management, ecology, silviculture, and forest economics. Design course materials, including syllabi, reading lists, assignments, and assessments. Evaluate student performance through exams, projects, and assignments. Provide guidance and support to students, including advising on course selection and career development. Stay up-to-date with innovative teaching methods and technologies for effective instruction.

5. KNOWLEDGE, SKILLS & ABILITIES (KSA):

5.1 Education: B.Sc./M.Sc./PhD Forestry/Conservation science (preferences will be given to B.Sc./M.Sc. in Core Forestry with background on conservation Biology.

5.2 Experience: *Nil*

5.3 Knowledge Skills and Abilities:

- a) Should have strong subject knowledge
- b) Should have at least undergraduate degree in the above-mentioned field or equivalent
- c) Good Command over communication skills especially English and working knowledge of MS office and Statistical software
- d) Should have interest in teaching and research
- e) Must have positive attitude towards teaching and learning
- f) Must be hardworking, sincere and punctual
- g) Must have the curiosity to learn new things
- h) Must have planning, organizing, leadership skills and roles and spirit to work in team

