

ROYAL UNIVERSITY OF BHUTAN

POSITION PROFILE

1. JOB IDENTIFICATION

- 1.1 **Position Title:** Associate Instructor
- 1.2 **Position Level:** PL 09
- 1.3 **Occupational Group:** Academics
- 1.4 **College/OVC:** Paro College of Education

2. MAIN PURPOSE OF THE POSITION: *(provide main purpose of the job)*

The purpose of the position is to teach modules in the Diploma in Physical Education and Sports Coaching programme. Furthermore, the Instructor recruit will also help the college manage its sporting facilities such as the gymnasium, the fitness gym and the lap pool.

3. GENERAL ROLES AND RESPONSIBILITIES: *(Use Representative Work Activities as provided in Position Directory)*

Teaching

- 3.1 *Carry out teaching workload in their area of specialization;*
- 3.2 *Conduct practical classes in all levels of programmes of their expertise;*
- 3.3 *Assist in designing, developing and evaluating modules and training materials related to practical classes;*
- 3.4 *Assist in carrying out needs assessment of training programmes;*
- 3.5 *Supervise examinations, projects and assignments;*

Research and Innovation

- 3.6 *Assist in carrying out research related to development/improvement of the programmes;*
- 3.7 *Support senior academics in research and innovation in the relevant area of their expertise;*

Services

- 3.8 Carry out administrative works of the department/section as needed;
- 3.9 Coordinate and support the conduct of the short-term training programmes;
- 3.10 Provide services in their areas of expertise as testing of materials, collection of data, surveys etc.;
- 3.11 Participate in different committees, meetings, seminars and workshops; and
- 3.12 Carry out any other responsibilities.

4. **SPECIFIC ROLES AND RESPONSIBILITIES:** *(Provide list of specific task that is not covered by the Representative Work Activities)*

Specially, the position Instructor recruit should be able to teach at least five of the following modules in the *Diploma in Physical Education and Sports Coaching programme*.

- Introduction to PE and Sports
- Principles of Games
- Athletics and Fundamental Movement Skills
- Motor Development and Human Anatomy
- Net Barrier Games
- Psychological Foundation of Physical Education and Sports
- Introduction to Coaching, Administration and Management
- Invasion Games
- Prevention and Management of Sport Injuries
- Adapted Physical Education
- Sports Nutrition
- Academic Skills
- Skills for Effective Teaching
- Functional Information Literacy
- Dzongkha Communication
- Practicum supervision

5. **KNOWLEDGE, SKILLS & ABILITIES (KSA) REQUIREMENTS:** *(Use KSA and Position Profile Matrix Position Directory as a guide)*

5.1 Education: *Diploma in Physical Education and Sports Coaching*

5.2 Experience: *At least one year of work experience at an educational institution*

5.3 Knowledge, Skills and Abilities:

The applicant should possess:

- An excellent knowledge Physical Education and Sports
- Ability to plan and teach academic subject at the Diploma level
- Ability to plan, run and manage sporting facilities
- Ability to organize sporting event
- A functional skills in using Microsoft office (MS Word, excel, and PowerPoint)

- Passion for life-long learning
- Ability to work in teams
- Ability to work under stressful conditions to meet deadlines
- Ability to communicate effectively, both in writing and speaking
- Ability of appreciate and respect different view points
- Ability to think critically, ask good questions and solve problems