

**ANNEXURE I**  
**ROYAL UNIVERSITY OF BHUTAN**

**POSITION PROFILE**

**1. JOB IDENTIFICATION**

- 1.1 Position Title: Assistant Lecturer/Associate Lecturer /Lecturer
- 1.2 Position Level: PL-6/PL-5/PL-4

**2.1 Occupational Group:** Academics

**2.2 College/OVC:** Samtse College of Education

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

- To carry out teaching and research works within the Arts and Humanities Department.
- Should be conversant and confident to teach any of the modules at the Bachelor Degree Level Programme in History at any point in time.
- Required to teach two to three modules

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

**Teaching**

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

**Research and Innovation**

- Generate funds for the University through research projects, consultancies and advice;
- Supervise research projects and dissertations where these are part of the Programme(s) of study;
- Contribute to the design of research projects and define methods such as conducting survey and focused interviews;
- Carry out literature searches within pre-specified parameters;
- Run analysis/interpreting data using specified and agreed on techniques/models;
- Prepare summary reports of research methods/findings;
- Contribute to dissemination and publication of research findings; and
- Carry out small-scale research projects on their own or as a lead in a team and publish somequality papers including a few in reputed journals.

## Professional Services

- 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 operation of the University by participating in decision-making and governance including committees or task forces 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;
- Take initiatives to improve the University and
- Guide other staff and students.

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

- Teach modules (full load) and support students in the area of History;
- Help enhance students' complex problem-solving skills and have methodical/critical thinking.
- Set and mark assessments (Continuous, semester-end exams), and advise students on their progress;
- Develop and deploy teaching and learning materials in the area of History;
- Should have very good time management and an ability to prioritise and plan work effectively.
- Participate as a team member to support senior colleagues, who have delegated responsibility for specific strands of work/sub-units
- The tentative modules are:
  - Socio-Cultural History of Bhutan
  - Political History of Bhutan
  - International History of South East Asia
  - Historical Research and Oral History Methods
  - Teaching Skills
  - Teaching Strategy

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

**6.1 Education:** Master's degree in History

**6.2 Experience:** Research and Teaching experience will be added value

**6.3 Knowledge Skills and Abilities:**

- a. Ability to demonstrate a high level of commitment to teaching
- b. Ability to listen and be open to multiple views, perspectives, and feedback
- c. Engagement in continuous learning and development, and commitment to continuous improvement by recognizing to change personal, interpersonal and managerial behaviour.
- d. Sound skills in research, analysis and dissemination of knowledge mainly by way of publication.
- e. Ability to master a particular field of specialization and provide excellent learning outcomes among the students.