

ROYAL UNIVERSITY OF BHUTAN

POSITION PROFILE

1. JOB IDENTIFICATION

- 1.1 **Position Title:** Associate Lecturer/Lecturer
- 1.2 **Position Level:** 05/04
- 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 ICT modules to the undergraduate and postgraduate levels at Paro College of Education. In addition, the position holder should also support the College Management in its ICT master plan and effective service delivery through the use of ICT.

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

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

Research and Innovation

- 3.6 *Generate fund for the University through research projects, consultancies and advices;*
- 3.7 *Supervise research projects and dissertation where these are part of the programme(s) of study;*
- 3.8 *Contribute to design of research projects and define methods such as conducting surveys and focused interviews;*
- 3.9 *Carry out literature searches within pre-specified parameters;*
- 3.10 *Run analysis/interpreting data using specified and agreed techniques/models;*
- 3.11 *Prepare summary reports of research methods/findings;*
- 3.12 *Contribute to dissemination and publication of research findings; and*
- 3.13 *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.*

Services

- 3.14 *Contribute as resource persons, coordinators or organizers for various professional development activities within the College/University as well as for those outside.*
- 3.15 *Participate in developing and promoting a clear vision of the College's/unit's strategic direction;*
- 3.16 *Participate as a team member to support senior colleagues, who have delegated responsibility for specific strands of work/sub-units;*
- 3.17 *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;*
- 3.18 *Represent and promote the University externally – nationally and internationally e.g. managing relations with external partners and stakeholders;*
- 3.19 *Coordinate the organization of conferences, seminars, workshops and/or working with relevant experts in the area of specialization; and*
- 3.20 *Provide guidance to other staff and students.*

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

Specially, the position holder should be able to teach any of the following modules at both the Bachelor and Postgraduate levels at the college.

- APC101 Information Technology Literacy
- EDT201 ICT in Teaching and Learning
- EDT401 Teaching IT in Upper Primary
- EDT504 Digital Pedagogy
- EDT705 *Da thruel thab lam* (Digital pedagogy in Dzongkha)

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

5.1 **Education:** *At least a Master's degree in Computer science / Computer application / Information Technology*

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 of the evolving trend in ICT in education*
- *An excellent skills in using various educational software*
- *A very good knowledge of educational theories and practices, including child development, teaching strategies and skills, assessment strategies and skills*
- *A 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*
- *A very good skills in computer networking*