

ROYAL UNIVERSITY OF BHUTAN

POSITION PROFILE

1. **JOB IDENTIFICATION**

- 1.1 **Position Title:** Assistant Lecturer/ Associate Lecturer
- 1.2 **Position Level:** PL6/PL5
- 1.3 **Occupational Group:** Academic
- 1.4 **College/OVC:** College of Science and Technology

2. **MAIN PURPOSE OF THE POSITION:**

- To carry out teaching and administration works within the SWE Department.
- To carry out development and administration works within the RUB-CST Software Development Arm.
- Should be conversant and confident to teach any of the modules at the Bachelor Degree Level Programme in Engineering at any point in time.
- Required to teach two modules, related lab, short courses and workshops every semester.

3. **GENERAL ROLES AND RESPONSIBILITIES****3.1 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 own expertise.
- Plan and review your own approach to learning.
- Take responsibility for organizing own activities and for the management of allocated resources.

3.2 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 force 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.
- Guide other staff and students.

3.3 *Software Development Arm*

- Identify, develop, and close business relationships with clients for the Software Development Arm.
- Analyze client requirements and translate them into technical specifications.
- Understand a client's business processes, their requirements and assess their feasibility prior to commencement of a project.
- Design and build, high quality and reusable code in line with the latest technologies and programming best practices.
- Troubleshoot bugs and issues and provide solutions.
- Create documentation for features, APIs, and interfaces.
- Work closely with cross-functional teams including product managers, designers, QA, and other developers.
- Participate in code reviews, design reviews, and product planning.
- Meet defined deadlines for sprints and releases.
- Maintain and upgrade existing software products.

4. **SPECIFIC ROLES AND RESPONSIBILITIES:**

- Teach modules (full load), workshops, short courses and support students in the area of Software Engineering.
- Set and mark assessments (Continuous, semester-end exams), and advise students through consultations outside of regular contact hours.
- Develop and deploy teaching and learning materials in the area of Software Engineering.
- Participate as a team member to support senior colleagues, who have delegated responsibility for specific strands of work/sub-units.
- The tentative modules are not limited to the following:
 - Programming Methodology

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

5.1 Education:

Bachelor's/ Master's degree in Computer Engineering/Computer Science/Software Engineering/Information Systems/Information Security

5.2 Experience:

Industry experience in software development will be added value.

5.3 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 behavior.
- d. Contribute to the continuous development of the Software Engineering program and pursue professional development through industrial certifications and workshops.

6. Hiring Process:

- The applicants will undergo the following assessments prior to the final hiring interview:
 - A written aptitude test to screen initial candidates.
 - A technical interview assessment consisting of two components:
 - a. **Problem-solving interview:** Candidates will complete programming problems to demonstrate computational thinking and problem-solving abilities.
 - b. **System design interview:** Candidates will propose technical architectures and select appropriate tools and technologies for developing a scalable software system.
- After meeting the threshold in the above assessments, the candidates will proceed to the standard hiring process as per RUB.

Service Condition:

- The candidate will be recruited as a regular employee.
- Salary and allowance will be commensurate with qualification in accordance to the existing Rules and Regulations of the Royal University of Bhutan.