

ROYAL UNIVERSITY OF BHUTAN

POSITION PROFILE

1. JOB IDENTIFICATION

- 1.1 Position Title: Assistant Lecturer/ Associate Lecturer/Lecturer
- 1.2 Position Level: 6/5/4
- 1.3 Occupational Group: Academics
- 1.4 Requirement: 1
- 1.5 College/OVC: Jigme Namgyel Engineering College

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

- To carry out teaching, research and administration works within the Surveying Programme
- Should be conversant and confident to teach any of the modules at the at Undergraduate/Diploma level in Surveying and Geoinformatics at any point in time;
- Required to teach two to three modules and related lab;
- Should have very good time management and an ability to priorities and plan work effectively;
- Participate as a team member to support senior colleagues, who have delegated responsibility for specific strands of work/sub-units.

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

Teaching

- Teach modules (full load) and support students in the area of Surveying and Geoinformatics
- 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 Surveying and Geoinformatics
- Plan and review own approach to learning.
- Take responsibility for organizing own activities and for the management of allocated resources.
- Help enhance students' complex problem-solving skills and have methodical/critical thinking.

Research and Innovations:

- Generate funds for the University/College through research projects, consultancies and services;
- Supervise research projects and dissertations where these are part of programme(s) of study;
- Carry out literature searches within pre-specified parameters;
- Collect/organize/analyze/interpret data using specified and agreed techniques/models;
- Prepare summary report of research methods/findings;
- Contribute to dissemination and publication of research findings;
- Carry out small-scale research projects on their own or as a lead in a team and publish some quality papers including a few in reputed journals.

Professional Services:

- Contribute as resource persons, coordinator or organizer for various professional development activities within the College/University as well as for those outside;
- Participate in developing and promoting a clear vision of the College'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 running of the University by participating in decision-making and governance including committees or taskforce 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;
- Guide other staff and students;
- Organize and coordinate meetings and discussions related to administrative and managerial issues in respective department/programme unit;
- Assist in the preparation and organization of university/college wide functions;
- Assist in the organization of community services

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

Teaching and assessment of the following modules:

- Photogrammetry, GNSS and cartography

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

5.1 Education: *BE/B.Tech in Surveying and Geoinformatics/Cartography/Photogrammetry /MSc/ME/M.Tech in Cartography/Photogrammetry or PhD in Cartography/ Photogrammetry*

5.2 Experience: Teaching/Industrial experience in the Surveying and Geoinformatics will be an added advantage.

5.3 Knowledge Skills and Abilities:

- Ability to demonstrate high level of commitment to learning and teaching;
- Ability to listen and being open to multiple views, perspectives and feedback;
- Sound skills in research, analysis and dissemination of knowledge by way of publication and presentation;
- Ability to master in a particular field of specialization and provide excellent learning outcomes among the students.