**ROYAL UNIVERSITY OF BHUTAN**

**POSITION PROFILE**

# 1. JOB IDENTIFICATION

* 1. **Position Title:** Associate Lecturer/Assistant Lecturer
  2. **Position Level:** 5/6
  3. **Occupational Group:** Education and Training
  4. **College/OVC:** Sherubtse College

**2. AVAILABLE SLOT: 1**

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

* 1. Undertake academic teaching of minimum two mathematics/statistics/actuarial science modules for BSc in Mathematics/Bachelor of Data Science & Data Analytics
  2. Carry out assessment components of mathematics/statistics modules
  3. Develop and deploy teaching and learning approaches in the subject area and guide students in projects
  4. Contribute to design, development and review of modules and programme
  5. Participate in developing and promoting the vision and mission of the College and the University within and outside Bhutan

**4. GENERAL ROLES AND RESPONSIBILITIES:**

***Teaching***

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

***Research and Innovation***

* 1. Engage in research projects, consultancies and other services;
  2. Supervise research projects and dissertation where these are part of the Programme(s) of study;
  3. Participate in innovative practices and scholarly activities

***Professional Services***

* 1. Contribute as resource persons, coordinators or organizers for various professional development activities within the College/University as well as for those outside the University.
  2. Participate in developing and promoting a clear vision of the College’s/ unit’s strategic direction;
  3. Participate as a team member to support senior colleagues who have delegated responsibility for specific strands of work/sub-units;
  4. 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;
  5. Represent and promote the University externally – nationally and internationally e.g. managing relations with external partners and stakeholders;
  6. Coordinate the organization of conferences, seminars, workshops and/or working with relevant experts in the area of specialization; and
  7. Provide support and guidance to other staffs and/or students.

**5. SPECIFIC ROLES AND RESPONSIBILITIES:**

Teach and assess the following modules:

DAT201: Mathematics for Data Science I

DAT202: Data Analytics and Visualization

DAT204: Statistical Computing II

DAT302: Mathematics for Data Science II

DAT303: Statistical Modelling and Simulation

DAT306: Calculus for Data Science

DAT403: Optimization for Data Science

CRD304: Industry Capstone Project

**6. KNOWLEDGE, SKILLS & ABILITIES (KSA) REQUIREMENTS**

* 1. **Education:**

1. Lecturer/Associate Lecturer: MSc in Applied Mathematics/MSc in Actuarial Science/MSc in Statistics with BSc in Mathematics/Applied Mathematics/Statistics/BSc in Mathematics & Physics/BSc in Mathematics & Chemistry
2. Assistant Lecturer: BSc in Statistics/BSc in Actuarial Science
   1. **Experience: Nil** (preference will be given to candidate with teaching and industrial experience)
   2. **Knowledge Skills and Abilities:**
3. Carry out research projects and supervision
4. Coordinate and participate in organizing conferences, seminars, workshops in the area of specialization
5. Good communication skills
6. Team player