

**ROYAL UNIVERSITY OF BHUTAN**  
**POSITION PROFILE**  
**PRESIDENT**

**1. Job Identification**

- 1.1 Position Title : President
- 1.2 Position Level : 1
- 1.3 Occupational Group : Administrative & Technical
- 1.4 College/OVC : Samtse College of Education

**2. Main purpose of the position:**

The role of President is to provide overall leadership, vision and strategic direction to fulfill the College's mission. President will have to lead, inspire and develop the management team and staff, in order to achieve the strategic priorities of the College.

**3. General roles and responsibilities:**

- 3.1 Lead and manage the College;
- 3.2 Provide both dynamic and empathetic leadership of all staff, which creates a culture that encourages debate, and fosters inclusiveness and productive team working;
- 3.3 Determine and implement the academic provision of the College within the framework of policies and strategies of the RUB, in consultation with the staff, employers and other stakeholders through appropriate structures and mechanisms;
- 3.4 Ensure that the College's internal quality assessment and assurance mechanisms are working effectively to bring about continuous quality improvement;
- 3.5 Determine and implement other activities of the College in consultation with staff and students;
- 3.6 Prepare annual plan, estimates of income and expenditure for approval by the University Council (UC), and for the management of the approved budget and resources;
- 3.7 Act as the drawing and disbursement officer to ensure that the funds are used for the intended purposes in line with the rules and procedures provided for within the financial regulations of the RUB;
- 3.8 Foster and strengthen relationships and networks with stakeholders and other organisations;
- 3.9 Develop entrepreneurial culture in the College to maximise income generation for its sustenance;
- 3.10 Take initiatives to adapt to external changes and respond to opportunities;
- 3.11 Maintain student discipline in the College and take appropriate actions in case of misconduct by students;
- 3.12 Keep the OVC fully informed on the state and progress of the College;
- 3.13 Maintain an atmosphere of trust and engagement of students and staff; and
- 3.14 Carry out any other task that may be assigned from time to time.

#### **4. Knowledge, skills and abilities requirements**

**4.1 Education:** Master degree

**4.2 Experience:** Position Level 3 or equivalent, or 15 years of work experience in the professional positions; and

**Other experiences:** Leadership and management in education and administration.

#### **4.3 Knowledge, skills and abilities requirements**

4.3.1 Ability to formulate, develop, deliver and direct training & development programs at the top level in the areas of management/administration/technical/scientific and other related areas.

4.3.2 Sound administrative, managerial and leadership skills.

4.3.3 Knowledge of higher education policies and framework.

4.3.4 Ability to formulate, develop, deliver and direct training & development programs at the top level in the areas of management/administration/technical/scientific and other related areas.

4.3.5 Sound administrative, managerial and leadership skills

**5. Age limit:** 55 years and below at the time of application.

#### **6. Terms of Office:**

**6.1** A term of five years (renewable for another five years or until the age of 60, whichever is earlier).