ROYAL UNIVERSITY OF BHUTAN

**POSITION PROFILE**

1. **JOB IDENTIFICATION**
   1. **Position Title: Assistant Lecturer/Associate Lecturer/Lecturer**
   2. **Position Level: PL6/PL5/PL4**
   3. **Occupational Group: Academic**
   4. **College/OVC: College of Science and Technology**
2. **MAIN PURPOSE OF THE POSITION:**
   1. Undertake academic teaching of mathematics modules of BEng. Software Engineering
   2. Institute innovation in teaching-learning environment in the College.
   3. Contribute to institutional capacity building through innovation and research of curriculum, academic inputs and international exchange programmes
3. **GENERAL ROLES AND RESPONSIBILITIES:**
   1. **Teaching**
4. Teach and assess within own subject area at a range of levels from undergraduate to postgraduate;
5. Contribute to curriculum development and the design and revision of programme units in the subject area;
6. Contribute to the development or improvement of approaches to teaching-learning and assessment in the subject area;
7. Participate actively in the development of the discipline’s teaching-learning and assessment strategies;
8. Contribute to the organisation of wider area of work;
9. Advise others (particularly those at the entry level) on aspects of teaching-learning and assessment;
10. Take responsibility for the effective management of allocated resources;
    1. **Research and Innovation**
11. Generate fund for the University through research projects, consultancies and advices;
12. Supervise research projects and dissertation where these are part of the programme(s) of study;
13. Contribute to design of research projects and define methods such as conducting surveys and focused interviews;
14. Carry out literature searches within pre-specified parameters;
15. Run analysis/interpreting data using specified and agreed techniques/models;
16. Prepare summary reports of research methods/findings;
17. Contribute to dissemination and publication of research findings; and
18. 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.
    1. **Services**
19. Contribute as resource persons, coordinators or organizers for various professional development activities within the College/University as well as for those outside.
20. Participate in developing and promoting a clear vision of the College’s/unit’s strategic direction;
21. Participate as a team member to support senior colleagues, who have delegated responsibility for specific strands of work/sub-units;
22. 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;
23. Represent and promote the University externally – nationally and internationally e.g.managing relations with external partners and stakeholders;

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.

1. Coordinate the organization of conferences, seminars, workshops and/or working with relevant experts in the area of specialization; and
2. Provide guidance to other staff and students.
3. **SPECIFIC ROLES AND RESPONSIBILITIES:**
   1. Teach and assess:
      1. MAT101:Calculus & Infinite Series
      2. MAT110:Discrete Mathematics, and
      3. MAT205:Statistics and Theory of Probability
4. **KNOWLEDGE, SKILLS & ABILITIES (KSA) REQUIREMENTS**
   1. **Education***: BA/BSc/*MSc/MA/MPhil/PhD Mathematics/Applied Mathematics/Statistics or any other relevant qualifications
   2. **Experience:** Teaching experience would be an added advantage.
   3. **Knowledge Skills and Abilities:**
5. Ability to demonstrate high level of commitment to teaching
6. Ability to listen and being open to multiple views, perspectives, and feedback
7. Engagement in continuous learning and development, and committed to continuous improvement by way of recognizing to change personal, interpersonal and managerial behavior
8. Sound skills in research, analysis and dissemination of knowledge mainly by way of publication
9. Ability to master in a particular field of specialization and provide excellent learning outcomes among the students