

**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 College/OVC: College of Natural Resources

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

- To teach undergraduate-level courses in the field of BSc in Animal Science
- Engage in scholarly research works led by a senior faculty member
- Provide consultative and advisory services
- Guide students in research projects
- Involve in Programme review and development
- Assist in the overall administration of the college

**3. GENERAL ROLES AND RESPONSIBILITIES:**

***Teaching***

- Contribute to elements of teaching within clear and established Programmes as conducting tutorial classes or team teaching with a senior lecturer;
- Support learners and /or supervise class activities in specific areas of activity according to established procedures as lab or practical work;
- Monitor student progress and provide formative feedback;
- Assist with the administration and support in the marking of assessments;
- Assist senior academics with the preparation of module/Programme materials;
- Prepare lesson plans and teach full modules by at least the second year at this level;

***Research***

- Assist academics and researchers in planning and implementing experiments, conducting interviews, administering surveys, or coordinating focus group discussions.
- Search for scholarly literature relevant to the research project, search the library, copy articles, order additional articles and books, and formulate a bibliography.
- Contribute to data analysis (on quantitative data or on quantitatively coded qualitative data);
- Contribute to designing and developing research projects for a generation.

- of research funds;
- Assist academics or researchers in preparing presentations about research project results for conferences, academic discourse, and research presentations;
- Help faculty and researchers in the preparation of manuscripts such as general layout, proofreading for editorials, binding and compiling of materials, etc., for submission to academic journals or publications;
- Carry out research with senior academics and researchers and contribute to major publications as co-authors;

### ***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 running of the University by participating in decision-making and governance, including committees or task forces as appropriate, at the 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.
- Provide guidance to other staff and students;
- Mentor and develop junior colleagues;
- Organize and coordinate meetings and discussions related to administrative issues in respective departments/school/Programme units;
- Assist in the preparation and organization of university/college-wide functions and
- Assist in the organization of community services.

#### **4. SPECIFIC ROLES AND RESPONSIBILITIES:**

The primary responsibility is teaching undergraduate and/or graduate courses related to BSc in Animal Science and related subjects. This involves preparing course materials, delivering lectures, conducting practical fieldwork, and assessing students' performance through assignments, exams, and projects.

**5.1 Education: B,Sc/ M.SC in Forestry**

**5.2 `Experience:** *Nil (recommended but not a prerequisite)*

### **5.3 Knowledge Skills and Abilities:**

- Must demonstrate sound knowledge in various disciplines of Forest science and (both theoretical and applied-practical).
- Demonstrate sound knowledge of forest science.
- Demonstrate sound knowledge of forest science including Conservation biology and Natural Resource Management.
- Demonstrate sound knowledge of Forestry and subject matter related to forestry as a whole.
- Demonstrate sound knowledge of Forest Mensuration and forest management
- Demonstrate sound knowledge of wildlife conservation.
- Take initiatives in developing need-based courses related to the forestry programme.
- Possess good communication skills to transfer knowledge and skills to the students on forestry-based activities.
- Willing to take responsibility and work in a team.
- Have a strong positive attitude toward teaching, learning, and research related to any forestry activity and programme as stated according to the module description.