

ROYAL UNIVERSITY OF BHUTAN

POSITION PROFILE

1. JOB IDENTIFICATION

- 1.1 Position Title:** Assistant Lecturer/Associate Lecturer/Lecturer
- 1.2 Position Level:** PL6/PL5/PL4
- 1.3 Occupational Group:** Academic
- 1.4 College/OVC:** Samtse College of Education

2. MAIN PURPOSE OF THE POSITION:

- 3.1 Undertake academic teaching and assessment minimum of three modules for MEd, PgDE and BEd;
- 3.2 Develop and deploy teaching and learning approaches in the subject area and guide students;
- 3.3 Contribute to design, development and review of modules and programme; and
- 3.4 Participate in developing and promoting the vision and mission of the College and the University within and outside Bhutan.

3. GENERAL ROLES AND RESPONSIBILITIES:

Teaching

- Teach modules (full load) and support students within own subject area at least up to the undergraduate and honours level;
- Set and mark assessments, and advise students on their progress;
- Develop and deploy teaching and learning materials in areas of own expertise;
- Plan and review own approach to learning; and
- Take responsibility for organising own activities and for the management of allocated resources.

Research and Innovation

- Generate funds for the University through research projects, consultancies and advices;
- Supervise research projects and dissertations where these are part of the programme(s) of study;
- Contribute to design of research projects and define methods such as conducting surveys and socio-economic and econometric analysis;
- Carry out literature reviews within pre-specified parameters;
- Run analysis/ interpreting data using specified and agreed methodology in geography;

- Prepare summary reports of research methods/ findings;
- Contribute to dissemination and publication of research findings; and
- Carry out small-scale independent research projects or lead a team; and publish quality papers/ production, including a few in reputed journals/ platforms.

Professional Services

- Contribute as resource persons, coordinators or organisers for various professional development activities within the College/University and 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 operation of the University by participating in decision-making and governance, including committees or task force as appropriate, at the College or University level;
- Represent and promote the University externally – nationally and internationally, e.g. managing relations with external partners and stakeholders;
- Coordinate the organisation of conferences, seminars, workshops or working with relevant experts in the area of specialisation; and
- Guide other staff and students.

4. SPECIFIC ROLES AND RESPONSIBILITIES:

- Teach Introduction to QGIS for BEd, Fundamentals of QGIS in PgDE and one of the modules from MEd

5. KNOWLEDGE, SKILLS & ABILITIES (KSA) REQUIREMENTS:

5.1 Education: BSc/BA in Geograph or MSc/MA in Geography or PhD

5.2 Experience: Relevant experience will be recognized as per the lateral entry criteria

5.3 Knowledge Skills and Abilities:

- Ability to demonstrate high level of commitment to teaching
- Ability to listen and being open to multiple views, perspectives, and feedback
- Engagement in continuous learning and development, and committed to continuous improvement by way of recognizing to change personal, interpersonal and managerial behavior
- Sound knowledge on GIS and Remote Sensing
- Sound skills in research and research supervision, analysis and dissemination of knowledge mainly by way of publication
- Ability to master in a particular field of specialization and provide excellent learning outcomes among the students.