

# ROYAL UNIVERSITY OF BHUTAN POSITION PROFILE

## 1. JOB IDENTIFICATION

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| 1.1 | <b>Position Title:</b>     | Assistant Lecturer/Associate Lecturer/Lecturer |
| 1.2 | <b>Position Level:</b>     | PL6/PL5/PL4                                    |
| 1.3 | <b>Occupational Group:</b> | Academic                                       |
| 1.4 | <b>College/OVC:</b>        | College of Science and Technology              |

## 2. MAIN PURPOSE OF THE POSITION:

Undertake academic teaching of at least two modules at the Undergraduate level within the Mechanical Engineering department, focusing on providing high-quality instruction and support to students while also contributing to the research, innovation, and service activities of the College of Science and Technology.

## 3. GENERAL ROLES AND RESPONSIBILITIES

### Teaching

- Contribute to elements of teaching within clear and established Programmes as conducting tutorial classes or team teaching with senior lecturers;
- Support learners and /or supervise class activities in specific areas of activity according to established procedures such as language 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 and Innovation

- 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, searching the library, ordering additional articles and books, and formulating a bibliography;
- Contribute to data analysis (on quantitative data or on quantitatively coded qualitative data);
- Contribute to the designing and development of research projects for the 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 and scholarly 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 discussion related 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.
- Engage in departmental revenue generation activities

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

The faculty recruited through this advertisement should be conversant and confident to teach any of the following modules (but not limited to) at the Degree level programme in Mechanical Engineering at any point in time. A faculty may be required to teach two or more modules, contents, and related practicals.

- Material Science
- Metrology
- Machine Design
- Mechanical Drawing
- Thermodynamics
- Propulsion Techniques
- Modelling and Simulation
- Total Quality management
- Industrial Engineering
- Maintenance Engineering
- Kinematics & Dynamics of Machines
- Computer Integrated Manufacturing
- Tribology
- Automotive Engineering
- Product Design & Development

The specific tasks involve:

- i. Offering academic support and guidance to students, including advising on coursework, projects, and career paths.
- ii. Maintaining accurate records of student attendance, performance, and grades.
- iii. Collaborating with colleagues to align teaching strategies and ensure consistency across modules.

- iv. Staying updated with advancements in the field and integrating relevant changes into course content and delivery.
- v. Engaging in continuous self-assessment and improvement of teaching practices to enhance student learning outcomes.

## **5. KNOWLEDGE, SKILLS & ABILITIES (KSA) REQUIREMENTS**

**5.1. Education:** BE/B.Tech/ME/M.Tech/Ph.D. in Mechanical Engineering, Aerospace Engineering, or related fields such as Manufacturing Technology, Material Science, Mechanical Design, and Thermal Engineering.

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

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

The candidates applying for the advertised post should possess the following:

- (a) Ability to demonstrate a high level of commitment to teaching
- (b) Ability to listen and be open to multiple views, perspectives, and feedback
- (c) Engagement in continuous learning and development, and commitment to continuous improvement by recognizing to change personal, interpersonal, and managerial behavior.
- (d) Sound skills in research, analysis, and dissemination of knowledge mainly by way of publication.
- (e) Ability to master in a particular field of specialization and provide excellent learning outcomes among the students.
- (f) Flexibility to adapt teaching methodologies and materials to meet the diverse learning needs of students, and to stay up-to-date on emerging trends and technologies in the field of Mechanical Engineering