ROYAL UNIVERSITY OF BHUTAN
POSITION PROFILE

1. JOB IDENTIFICATION
1.1 Position Title: Associate Lecturer/ Lecturer/ Assist Professor/Associate Professor/Professor
1.2 Position Level: PL – 5, PL – 4, PL – 3, PL – 2, PL – 1
1.3 Occupational Group: Academics
1.4 College/OVC: Samtse College of Education

2. MAIN PURPOSE OF THE POSITION: *(provide main purpose of the job)*

- Engage in teaching at the B.Ed, PgDE and Masters level;
- Carry out research supervision at the Postgraduate level;
- Engage in programme management and development;
- Provide advisory services;
- Contribute to various professional development activities;
- Participate in decision-making and governance at the College or University level;
- Represent and promote the university nationally and international.

3. GENERAL ROLES AND RESPONSIBILITIES:

Teaching
- Teach History at the BEd, PgDE and Master's level and support students within their specialized subject area.
- Design and mark assessments, and advise students on their progress;
- Develop and deploy teaching-learning materials in the area of own expertise.
- Plan and review own approach to learning;
- Take responsibility for organizing own activities and for the management of allocated
- Resources.

Research and Innovation
- Generate fund for the University through research projects, consultancies and advices;
- Supervise research projects and dissertation at the master level;
- Contribute to design of research projects and define methods such as conducting surveys and focused interviews;
- Carry out literature searches within pre-specified parameters;
- Run analysis/interpreting data using specified and agreed techniques/models;
- Prepare summary reports of research methods/findings;
- Contribute to dissemination and publication of research findings; and
- 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.

Services

- Contribute as resource persons, coordinators or organizers for various professional development activities within the College/University as well as for those outside;
- 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 taskforce as appropriate, at 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; and
- Provide guidance to other staff and students.

4. **SPECIFIC ROLES AND RESPONSIBILITIES:**

- To supervise research for MEd History Students and teach modules such as Bhutanese Culture & Globalization, Historical Approaches and Interpretations, Political History of Bhutan, Teaching, Learning and Assessment in History, Contemporary World Issues, Teaching Local and Oral History, Civics & Citizenship Education at the Master level.

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

5.1 Education: MA/PhD in History

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 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.