



Royal University of Bhutan

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དག་འདུ་ཚོང་རིག་མཐོ་རིམ་སློབ་གྲྭ།
Royal University of Bhutan
Gedu College of Business Studies
Gedu: Chhukha Dzongkhag



**ROYAL UNIVERSITY OF BHUTAN
GEDU COLLEGE OF BUSINESS STUDIES
POSITION PROFILE**

1. JOB IDENTIFICATION

- 1.1 Position Title : Assistant/Associate Lecturer/Lecturer
- 1.2 Position Level : PL6/PL5/PL4
- 1.3 Discipline : Human Resource/Human Capital Management
- 1.4 Occupational Group : Academic
- 1.5 Requirement : 1
- 1.6 College : Gedu College of Business Studies
- 1.7 Mode of employment : Regular

2. MAIN PURPOSE OF THE POSITION:

- 2.1 Plan and teach HRM/HCM modules
- 2.2 Design and implement assessment items
- 2.3 Research and implement best industry practices
- 2.4 Contribute to institutional capacity building through innovation and research of curriculum, academic inputs and international exchange programmes
- 2.5 Mentor student's research projects

3. GENERAL ROLES AND RESPONSIBILITIES

3.1 Teaching

- 3.1.1 Teach modules (full time) and support students within the subject area at least upto the undergraduate level
- 3.1.2 Set and mark assessments, and advise students on their progress
- 3.1.3 Develop and deploy teaching-learning materials in area of own expertise
- 3.1.4 Plan and review the approaches to learning
- 3.1.5 Take responsibility for organizing own activities and for the management of allocated resources

3.2 Research and Innovation

- 3.2.1 Generate fund for the University through research projects, consultancies and advices
- 3.2.2 Supervise research projects and dissertation where these are part of the programme(s) of study
- 3.2.3 Contribute to design of research projects and define methods such as conducting surveys and focused interviews
- 3.2.4 Carry out literature searches within pre-specified parameters
- 3.2.5 Run analysis/interpret data using specified and agreed techniques/models
- 3.2.6 Prepare summary reports of research methods/findings
- 3.2.7 Contribute to the dissemination and publication of research findings and
- 3.2.8 Carry out small-scale research projects on their own or as a lead in a team



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and publish some quality papers including a few in reputed journals

3.3 Services

- 3.3.1 Contribute as resource persons, coordinators or organizers for various professional development activities within the College/University as well as for those outside
- 3.3.2 Participate in developing and promoting a clear vision of the College's/unit's strategic direction
- 3.3.3 Participate as a team member to support senior colleagues, who have delegated responsibility for specific strands of work/sub-units
- 3.3.4 Contribute to the operation of the University by participating in decision-making and governance including committees or task forces as appropriate, at the college and/or University level
- 3.3.5 Represent and promote the University externally – nationally and internationally e.g., managing relations with external partners and stakeholders
- 3.3.6 Coordinate the organization of conferences, seminars, workshops and/or working with relevant experts in the area of specialization and
- 3.3.7 Provide guidance to other staff and students.

(Note: General roles and responsibilities for higher positions will be different from that given above which is specifically for Assistant Lecturer's position. Refer RWA for general roles and responsibilities for all positions)

4. SPECIFIC ROLES AND RESPONSIBILITIES:

The faculty recruited through this advertisement should be able to teach and assess the following Human Resource/Human Capital Management modules:

- HR issues and Auditing
- Performance and Compensation Management,
- Human Resource/Human Capital/People Analytics
- HRIS and Knowledge Management,
- Organizational Development
- Industrial Relations
- Recruitment and Retention
- Negotiation Dynamics
- Strategic Human Resource Management

5. KNOWLEDGE, SKILLS & ABILITIES (KSA) REQUIREMENTS

5.1 Education Qualification: Bachelor/Master/PhD (Human Resource Management/Human Capital Management).

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



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5.3 Knowledge Skills and Abilities:

- Ability to demonstrate a high level of commitment to teaching
- Ability to listen and be 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, 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