

**ROYAL UNIVERSITY OF BHUTAN
POSITION PROFILE**

1. JOB IDENTIFICATION

- 1.1 Position Title** : Pro Vice Chancellor, Department of Planning and Resources
1.2 Position Level : 1
1.3 Occupational Group : Administrative and Technical
1.4 College/OVC : Office of the Vice Chancellor

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

As head of the Department of Planning and Resources, the Pro Vice Chancellor will assist the Vice Chancellor on the overall development of the University in line with the vision as enshrined in the Royal Charter including overall planning, resource management and estate development. The PVC will assume the following specific roles and responsibilities:

3. SPECIFIC ROLES AND RESPONSIBILITIES:**3.1 Planning**

- 3.1.1 Lead the development of the University's Strategic Plan.
- 3.1.2 Formulate the University's Five-Year Plans and oversee the development of annual work plans.
- 3.1.3 Monitor and evaluate the implementation of the University's development plans and programmes.
- 3.1.4 Develop projects and liaise with donor agencies to mobilize funding and technical assistance.
- 3.1.5 Facilitate and coordinate the planning and development of new academic programmes.
- 3.1.6 Coordinate Academic Planning and Resource Committee meetings.

3.2 Finance

- 3.2.1 Establish appropriate accounting and resource control systems for the University.
- 3.2.2 Oversee preparation and management of the University budgets and expenditures.
- 3.2.3 Ensure the efficient use of resources and delivery of organizational outputs.
- 3.2.4 Determine the resource needs of each institute pertaining to estate development and allocation of funds.
- 3.2.5 Lead and facilitate formulation of University investment / business plans and ensure financial sustainability.
- 3.2.6 Process supplementary releases such as gratuity.

3.3 Estates

- 3.3.1 Guide the planning, utilization, investment and building works of the University's estate, including the land, buildings and equipment.
- 3.3.2 Oversee the development of the campus plans and assist the colleges / OVC to carry out major estate development works and establishment of new colleges.
- 3.3.3 Oversee the planning, design, estimating, construction and supervision of infrastructure / services projects.
- 3.3.4 Lead the monitoring and review of all construction works during implementation to ensure quality and timely completion of projects.
- 3.3.5 Develop and oversee implementation of norms and standards to ensure effective use of infrastructure and facilities.

3.4 Human Resources

- 3.4.1 Determine the necessary staff establishment for the University as it develops
- 3.4.2 Lead the organizational development exercises and guide the HR in determining the staffing needs and skill gaps
- 3.4.3 Establish norms and control systems for the allocation of staff establishment
- 3.4.4 Develop conditions of service appropriate to a University including work, training, retirement and pension
- 3.4.5 Develop the human resource strategy for the University
- 3.4.6 Coordinate the University-wide staff development programmes

3.5 Procurement of works

- 3.5.1 Coordinate the procurement of works and services (e.g., hiring services of consultancy firms for design and supervision of works), and ensure compliance to existing rules
- 3.5.2 Invitation and evaluation of bids
- 3.5.3 Award of work to successful bidders
- 3.5.4 Physical and financial monitoring of the progress of work

3.6 Other Duties

- 3.6.1 The job responsibilities of this post will be modified in the light of priorities of the University.

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

- 4.1 Education** : master's degree
- 4.2 Experience** : Position Level 3 or equivalent, or 15 years of work experience in professional positions; Leadership and Management in Education and Administration.
- 4.3 Knowledge Skills and Abilities:**
 - 4.3.1 Ability to formulate, develop, deliver and direct training & development programs at the top level in the areas of management/administration/technical/scientific and other related areas.
 - 4.3.2 Sound administrative, managerial and leadership skills.
 - 4.3.3 Knowledge of higher education policies and framework.
 - 4.3.4 Commendable Communication Skills.