

ROYAL UNIVERSITY OF BHUTAN

POSITION PROFILE

1. JOB IDENTIFICATION

- 1.1 Position Title : Lecturer/Associate Lecturer/Assistant Lecturer
- 1.2 Position Level : PL-6/PL-5/PL-4
- 1.3 Occupational Group : Academic
- 1.4 College/OVC : College of Science and Technology

2. MAIN PURPOSE OF THE POSITION:

- To carry out teaching, research and administration works within the Department
- Should be conversant and confident to teach modules at the Degree Level Programme at any point of time.
- Required to teach two to three modules per semester.

3. GENERAL ROLES AND RESPONSIBILITIES:

Teaching

- Contribute to elements of teaching within clear and established programmes as conducting tutorial classes or team teaching with a senior academic.
- Support learners and /or supervise class activities in specific areas of activity according to established procedures as language lab or practical work.
- Assist with the administration and support in marking of assessments.
- Assist senior academics with the preparation of module/programme materials.
- Prepare lesson plans and teach modules (full load) and support students within own subject area at least up to the undergraduate level.
- Set and mark assessments, and advise students on their progress.
- Develop and deploy teaching-learning materials in area of own expertise.
- Take responsibility for organising own activities and for the management of allocated resources.

Research

- Assist academics and researchers in planning and implementing experiments, conducting interviews, administering surveys, or coordinating for focus group discussions;
- Search for scholarly literature relevant to the research project, searching the library, copying articles, ordering additional articles and books, and formulating bibliography;
- Contribute to data analysis (on quantitative data or on quantitatively coded qualitative data);
- Contribute to designing and development of research projects for generation of research funds;
- Assist academics or researchers in preparing presentations about research project results for conferences, academic discourse and research presentations;
- Help academic and researchers in preparation of manuscript such as general layout, proof reading 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;

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
- Organize and coordinate meetings and discussion related to administrative and managerial issues in respective department/school/programme unit;
- Assist in the preparation and organization of university/college wide functions; and
- Assist in the organization of community services.

4. **SPECIFIC ROLES AND RESPONSIBILITIES:**

As a Lecturer/Associate Lecturer/Assistant Lecturer, following teaching responsibility shall be able to teach the module for the Undergraduate Engineering programmes. The tentative modules are as follows:

- Entrepreneurship Development
- Project Management

The candidate will also be required to assist the Incubation Manager with activities related to the Incubation Center, particularly in areas related to finance, business modeling and startup development.

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

5.1 Education: Bachelor of Business Administration/Masters of Business Administration (Major in Finance)

5.2 Experience: Experience is not required for the position. However, prior teaching or industry experience in finance will be an added advantage.

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 recognising to change personal, interpersonal and managerial behaviour.
- Sound skills in research, analysis and dissemination of knowledge mainly by way of publication.
- Ability to specialize in a particular field of specialisation and provide excellent learning outcomes among the students.