

# ROYAL UNIVERSITY OF BHUTAN

## POSITION PROFILE

### 1. JOB IDENTIFICATION

1.1	Position Title	:	Assistant/Associate Lecturer/Lecturer
1.2	Position Level	:	PL-6/PL-5/PL-4
1.3	Occupational Group	:	Teaching Faculty
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 any of the modules at the Degree Level Programme in Engineering at any point of time.
- Required to teach two to three modules and related practical.

### 3. GENERAL ROLES AND RESPONSIBILITIES:

#### *Teaching*

- 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 and learning materials in 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 where these are part of the Programme(s) of study;
- 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.

### ***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 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:**

- Teach modules (full load) and support students in the area of Electronics and Communication Engineering;
- Help enhance students complex problem-solving skills and have methodical/critical thinking.
- Set and mark assessments (Continuous, semester end exams), and advise students on their progress;
- Develop and deploy teaching and learning materials in area of Electronics and communication;
- Should have very good time management and an ability to prioritize and plan work effectively.
- Participate as a team member to support senior colleagues, who have delegated responsibility for specific strands of work/sub-units.
- Actively participate in advancing projects related to satellite technologies and robotics, while also providing assistance and support for FabLab activities as needed.
- The tentative modules are:
  - Electromagnetic Field Theory (EFT201)
  - Microprocessors and Microcontroller (ECD304)
  - Digital Signal Processing (SNP302)
  - Advanced Microcontroller (ECD406)

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

**5.1 Education:** Minimum education required is Bachelors in Electronics and Communication Engineering.

**5.2 Experience:** The relevant experience shall 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, perspective, and feedback
- Engagement in continuous learning and development, and committed to continuous improvement by 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.