

ROYAL UNIVERSITY OF BHUTAN

POSITION PROFILE

1. JOB IDENTIFICATION

1.1	Position Title	:	Assistant Lecturer/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 Instrumentation and Control 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 Instrumentation and Control;
- Should have very good time management and an ability to priorities and plan work effectively.
- Participate as a team member to support senior colleagues, who have delegated responsibility for specific strands of work/sub-units
- The tentative modules are:
 - Industrial Automation and Control
 - Programmable Logic Control and Industrial Automation
 - Industrial Data Network
 - Process Control

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

5.1 Education:

Bachelors in Instrumentation and Control Engineering/ Electrical Engineering/Industrial Instrumentation/Industrial Automation. OR

Preferable for Master in Electrical Engineering with major in Control System and Instrumentation/ Industrial Automation/ Industrial Control and Instrumentation OR

PhD in Electrical Engineering with Major in Control System and Instrumentation/Industrial Automation/ Industrial Control and Instrumentation.

5.2 Experience : The relevant experience shall be recognized as per the lateral entry criteria.

5.3 Knowledge Skills and Abilities:

- a) Ability to demonstrate high level of commitment to teaching
- b) Ability to listen and being open to multiple views, perspective, and feedback
- c) Engagement in continuous learning and development, and committed to continuous improvement by recognizing to change personal, interpersonal and managerial behavior.
- d) Sound skills in research, analysis and dissemination of knowledge mainly by way of publication.

- e) Ability to master in a particular field of specialization and provide excellent learning outcomes among the students.