

ROYAL UNIVERSITY OF BHUTAN

POSITION PROFILE

1. JOB IDENTIFICATION

- 1.1 **Position Title** : Assistance Lecturer /Associate Lecturer/
Lecturer/ Assist Professor/Associate professor/Professor
- 1.2 **Position Level** : PL-6/PL-5/PL-4/PL-3/PL-2/PL-1
- 1.3 **Occupational Group** : Academics
- 1.4 **College/OVC** : Samtse College of Education

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

- Engage in teaching at the undergraduates and post graduates level
- Carry out research works
- Engage in programme management and development
- Provide advisory services
- Contribute to various professional development activities
- Participate in decision-making and governance at the College or University level
- Represent and promote the university nationally and international

3. GENERAL ROLES AND RESPONSIBILITIES:

Teaching

- Teach ICT modules at the undergraduate and postgraduate level
- Set and mark assessments, and advise students on their progress
- Develop and deploy teaching-learning materials in area of own expertise
- Plan and review one's own approach to learning to promote and model lifelong 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;
- Contribute to design of research projects and define methods such as conducting surveys and focused interviews;
- Carry out literature searches within pre-specified parameters;
- 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.

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.
- (Representative Work Activities for higher position levels would be different from that given above which is specifically for Associate Lecturer's position)

4. SPECIFIC ROLES AND RESPONSIBILITIES:

To teach ICT modules such as Computer Algorithm and Data Structure, Database Design and Development, Web development, GUI Programming with Python, Introduction to Data Science and Capstone Project at undergraduates level and Technology Education I and Technology Education II at post graduates level.

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

5.1 Education: Bachelor of Computer Science/B.E Information Technology/BSc in Computer Science/Bachelor in Computer Application/MEd in Education Technology/MEd in ICT/ MSc in Computer Science/PhD (Preferably in Computer Science)

5.2 Experience: Teaching experience would 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 recognizing to change personal, interpersonal and managerial behavior
- Sound knowledge on python programming, data science, web development and database
- Ability to master in a particular field of specialization and provide excellent learning outcomes among the students