

ROYAL UNIVERSITY OF BHUTAN

POSITION PROFILE

1. JOB IDENTIFICATION

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| 1.1 | Position Title | : | Lecturer/Associate Lecturer/Assistant Lecturer |
| 1.2 | Position Level | : | PL-6/PL-5/PL-4 |
| 1.3 | Occupational Group | : | Academics |
| 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.
- Will be required to teach two to three modules per semester, including associated laboratory/practical components

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 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;
- 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;
- 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;
- 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 module is as follows:

- Engineering Physics I
- Electrical and Electronic Engineering Materials

Additional responsibilities include supporting practical/laboratory sessions and academic mentoring.

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

5.1 Education: B.Sc/M.Sc in Physics

5.2 Experience: Experience is not mandatory; however, prior teaching or relevant professional experience 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 specific field of Physics and ensure effective student learning outcomes