

**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	:	Academics
1.4	College/OVC	:	College of Natural Resources

**2. MAIN PURPOSE OF THE POSITION:**

- Teaching for the ECS programmes: BSC Environment and Climate Studies and BSC Earth Science/ PhD in Climate Studies
- Contribute to the programme development of BSc Earth Science
- Carryout research in the field of environment and Climate
- He/she should be able to teach a minimum of two modules each semester, with a strong background in core subjects' environment and climate sciences.

**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 lecturer;
- Support learners and /or supervise class activities in specific areas of activity according to established procedures as lab or practical work;
- Monitor student progress and provide formative feedback;
- Assist with the administration and support in the marking of assessments;
- Assist senior academics with the preparation of module/Programme materials;
- Prepare lesson plans and teach full modules by at least the second year at this level;

***Research***

- Assist academics and researchers in planning and implementing experiments, conducting interviews, administering surveys, or coordinating focus group discussions.
- Search for scholarly literature relevant to the research project, search the library, copy articles, order additional articles and books, and formulate a bibliography.
- Contribute to data analysis (on quantitative data or on quantitatively coded qualitative data);
- Contribute to designing and developing research projects for a generation.

- of research funds;
- Assist academics or researchers in preparing presentations about research project results for conferences, academic discourse, and research presentations;
- Help faculty and researchers in the preparation of manuscripts such as general layout, proofreading 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;

### ***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 running of the University by participating in decision-making and governance, including committees or task forces as appropriate, at the 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.
- Provide guidance to other staff and students;
- Mentor and develop junior colleagues;
- Organize and coordinate meetings and discussions related to administrative issues in respective departments/school/Programme units;
- Assist in the preparation and organization of university/college-wide functions and
- Assist in the organization of community services.

#### **4. SPECIFIC ROLES AND RESPONSIBILITIES:**

The primary responsibility is teaching undergraduate and/or graduate courses related to Environment and Climate and related subjects. This involves preparing course materials, delivering lectures, conducting practical fieldwork, and assessing students' performance through assignments, exams, and projects.

#### **5.1 Education:**

Minimum bachelor's degree in BSc Environment and Climate Studies/ BSc Environment Science/ BSc life Science/ BSc Environmental Management/ BSc Earth Science/BSc GIS and Remote Sensing/ BSc Chemistry/ BSc Botany/ BSc Atmospheric Science/ BSc Forestry

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

**5.3 Knowledge Skills and Abilities:**

- Core subject knowledge in Environment and Climate Science
- Experience in conducting research in environment and climate Science is highly beneficial.
- Strong verbal and written communication skills
- Ability to adapt teaching methods to engage students of diverse learning styles.
- Ability to encourage critical thinking and problem-solving skills.
- Building connections with other professionals in the fields including colleagues at other institutions.
- Ability to work in teams and ready to work beyond working hours.
- A genuine passion for environmental stewardship and sustainability.