

## ROYAL UNIVERSITY OF BHUTAN

## POSITION PROFILE

## 1. JOB IDENTIFICATION

**1.1. Position Title:** Assistant/Associate/Lecturer/Assistant/Associate/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:** Samtse College of Education

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

- teach at Post postgraduate and Undergraduate levels;
- engage in research activities;
- contribute to various professional development activities,
- engage in programme management and development,
- participate in decision-making and governance at the College or University level
- represent and promote the university nationally and internationally

**1. GENERAL ROLES AND RESPONSIBILITIES:** *(Use Representative Work Activities as provided in Position Directory)*

**Teaching**

1. teach accountancy and other professional modules at postgraduate and undergraduate levels;
2. design and update accountancy and other professional modules periodically;
3. provide academic mentoring, guidance to enhance students' learning;
4. develop, administer evaluate students' assessment and provide constructive feedback;
5. supervise postgraduate students during the field practicum;
6. use contemporary teaching practices and improve regularly; and
7. Manage the allocated teaching and learning resources effectively.

**Research and Innovation**

- conduct independent and collaborative research in the field of business education;
- secure external funds through research activities, consultancy projects, and advisory services;
- publish papers in peer-reviewed journals at national and international levels;
- contribute research knowledge and findings through academic discourses such as conferences and seminars;

## 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 task forces 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; and
  - Provide guidance to other staff and students.
- (Representative Work Activities for higher position levels would be different from those given above, which is specifically for the Associate Lecturer's position)

#### 4. **SPECIFIC ROLES AND RESPONSIBILITIES:** *(Provide list of specific task that is not covered by the Representative Work Activities)*

Teaching modules such as *Accountancy Education I* and *II* at the postgraduate level, covering units like **Introduction to Accountancy Education, Contemporary Issues in Accountancy Education, School Accountancy Curriculum, Accountancy Content Enhancement, Pedagogical Practices, Assessment, and Technology**. Other specific responsibilities include teaching one or more related modules such as **Professional Modules, Teaching Skills, Pedagogical Practices, Action Research, Curriculum, Assessments**, and others as assigned.

#### **& ABILITIES (KSA) REQUIREMENTS:** *(Use KSA and Position Profile Matrix Position Directory as a guide)*

**5.1. Education:** B.Com/M.Com/MBA/PhD in Accountancy.

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

#### **5.3 Knowledge Skills and Abilities:**

- demonstrate comprehensive knowledge of accountancy principles, financial reporting standards, and regulatory frameworks;
- ability to design curriculum, deliver the content, and assess students' work;
- proficient in accounting software, educational technology, and digital learning platforms;
- excellent verbal and written communication skills;
- open to feedback, continuous learning, and professional development; and
- ability to work collaboratively and contribute to the vision and mission of the college and university.