

ROYAL UNIVERSITY OF BHUTAN

POSITION PROFILE

1. JOB IDENTIFICATION

- 1.1. Position Title:** Assistant/Associate/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 Undergraduate and Postgraduate level,
- Carry out supervision at the Postgraduate level
- Carry out research works,
- Provide counselling and related services
- 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

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

1. Teach Counselling modules for Undergraduate and Postgraduate levels and support students within own subject area;
2. Set and mark assessments, and advise students on their progress;
3. Develop and deploy teaching-learning materials in area of own expertise;
4. Plan and review own approach to learning;
5. Take responsibility for organizing own activities and for the management of allocated resources;
6. Supervise Postgraduate students during the Field Practicum
7. Conduct mindfulness retreat to the postgraduate students as required by the programme

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;
- 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.

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; 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: *(Provide list of specific task that is not covered by the Representative Work Activities)*

To teach Undergraduate and Postgraduate Students on counselling modules (Introduction to Counselling and Career Education for PGDE and Introduction to School Counselling for BEd), and teach modules to Counselling students on Introduction to Counselling, Psychology of Human Development, Counselling Theories, Introduction to Contemplative Counselling, Counselling Process and Skills, Group Procedures in Counselling, Career Development and Consultation, Addiction and Prevention.

5. KNOWLEDGE, SKILLS & ABILITIES (KSA) REQUIREMENTS: *(Use KSA and Position Profile Matrix Position Directory as a guide)*

5.1. Education: PgDGC/Post graduate Diploma in Contemplative Counseling Psychology/MA/PhD in Counseling.

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

5.3 Knowledge Skills and Abilities:

- Ability to demonstrate high level of commitment to teaching and counselling
- 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 Counselling theoretical orientations and field experience
- Ability to master in a particular field of specialization and provide excellent learning outcomes among the students