

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:

- To teach undergraduate-level courses in the field of BSc in Forest Science and Master in Conservation Biology and Natural Resource Management
- Engage in scholarly research works led by a senior faculty member
- Provide consultative and advisory services
- Guide students in research projects
- Involve in Programme review and development
- Assist in the overall administration of the college

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 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 BSc in Animal Science 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: B,Sc/M.Sc/PhD in Forestry

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

5.3 Knowledge Skills and Abilities:

- Must demonstrate sound knowledge in various disciplines of Forest science and (both theoretical and applied-practical).
- Demonstrate sound knowledge of forest science.
- Demonstrate sound knowledge of forest science including Conservation biology and Natural Resource Management.
- Demonstrate sound knowledge of Forestry and subject matter related to forestry as a whole.
- Demonstrate sound knowledge of Forest Mensuration and forest management
- Demonstrate sound knowledge of wildlife conservation.
- Take initiatives in developing need-based courses related to the forestry programme.
- Possess good communication skills to transfer knowledge and skills to the students on forestry-based activities.
- Willing to take responsibility and work in a team.
- Have a strong positive attitude toward teaching, learning, and research related to any forestry activity and programme as stated according to the module description.