

ROYAL UNIVERSITY OF BHUTAN

POSITION PROFILE

1. JOB IDENTIFICATION

1.1 Position Title: Assistant /Associate Lecturer/Lecturer

1.2 Position Level:6/5/4

1.3 Occupational Group: Academics

1.4 College/OVC: College of Science and Technology

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

To carry out teaching, research and administration works within the Computing Technologies Department

Should be conversant and confident to teach any of the modules at the Bachelor Degree Level Programme in Engineering at any point in time.

Required to teach two to three modules and related lab.

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

**Teaching**

Teach modules (full load) and support students within their subject area at least up to the undergraduate level;

Set and mark assessments, and advise students on their progress;

Develop and deploy teaching and learning materials in the area of your expertise;

Plan and review your approach to learning and teaching;

Take responsibility for organising your activities and for the management of allocated resources;

**Research and Innovation**

Generate funds for the University through research projects, consultancies and advice;

Supervise research projects and dissertations where these are part of the Programme(s) of study;

Contribute to the 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 on 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 a 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 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;  
Take initiatives to improve the University and  
Guide other staff and students.

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

Teach modules (full load) and support students in the area of Information Technology;  
Help enhance students' complex problem-solving skills and have methodical/critical thinking.  
Set and mark assessments (Continuous, semester-end exams), and advise students on their progress;  
Develop and deploy teaching and learning materials in the area of Information Technology;  
Should have very good time management and an ability to prioritise and plan work effectively.  
Participate as a team member to support senior colleagues, who have delegated responsibility for specific strands of work/sub-units  
The tentative modules are:  
Introduction to Programming/ Object-Oriented Programming  
Information/Cyber/Network Security  
Computer Communication Networks  
System Administration  
Human-Computer Interaction  
Cloud Computing

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

**5.1 Education:**

Bachelor's degree in Information Technology (IT)/Computer Science (CS)/Computer Engineering (CE) or  
Master's degree in IT/CS/CE/SE or PhD in IT/CS/CE

**5.2 Experience:**

**Teaching and Software developer experience will be added value.**

**5.3 Knowledge Skills and Abilities:**

- a) Ability to demonstrate a high level of commitment to teaching
- b) Ability to listen and be open to multiple views, perspectives, and feedback
- c) Engagement in continuous learning and development, and commitment to continuous improvement by recognizing to change personal, interpersonal and managerial behaviour.
- d) Sound skills in research, analysis and dissemination of knowledge mainly through publication.
- e) Ability to master a particular field of specialisation and provide excellent learning outcomes among the students.