

## ANNEXURE I

### ROYAL UNIVERSITY OF BHUTAN POSITION PROFILE

#### 1. JOB IDENTIFICATION

1.1 Position Title	Lecturer/Associate Lecturer/Assistant Lecturer (Regular)
1.2 Position Level	4/5/6 (as per RUB Position Classification)
1.3 Occupational Group	Academics
1.4 College	Jigme Namgyel Engineering College

#### 2. MAIN PURPOSE OF THE POSITION

The appointee will serve as a full-time faculty member, playing a key role in advancing the Diploma in Materials and Procurement Management programme. The position focuses on teaching, assessment, and academic guidance, with opportunities to contribute to curriculum enhancement, research, and professional service. Faculty members are expected to deliver high-quality teaching in areas such as project management, entrepreneurship, supply chain, logistics, and procurement. In addition, they will be encouraged to engage in applied and pedagogical research, mentor students, and contribute to the college's academic and community outreach initiatives.

#### 3. GENERAL ROLES AND RESPONSIBILITIES

##### 3.1 Teaching and Learning

- Deliver at least two modules per semester at the diploma level.
- Design, deliver, and assess student learning using effective and innovative pedagogical approaches.
- Develop instructional resources aligned with programme outcomes and industry standards.
- Set, grade, and provide feedback on assessments; maintain accurate academic records.
- Provide academic advising and mentorship to students.
- Contribute to curriculum development, programme review, and quality assurance initiatives.

##### 3.2 Research and Innovation

- Conduct applied or pedagogical research aligned with college and national priorities.
- Prepare and submit research proposals for internal or external funding.
- Supervise student research projects and guide scholarly inquiry.
- Collect, analyze, and interpret data using appropriate methodologies.

- Present and publish research findings in peer-reviewed journals, conferences, and forums

### **3.3 Professional Services**

- Serve as a resource person for workshops, seminars, and training programs.
- Contribute to institutional development, strategic planning, and college-wide initiatives.
- Serve on committees and task forces to support academic governance.
- Participate in community outreach, professional service, and extension activities.
- Assist in organizing academic, professional, and co-curricular events.
- Mentor junior faculty and guide students in both academic and professional matters.

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

The recruited faculty member will be responsible for teaching and assessing courses under the Diploma in Materials and Procurement Management, as allocated each semester. In addition, responsibilities may extend to delivering the following modules:

- Accounting and Finance in Procurement and Supply Chain
- Materials Management
- Inventory Management
- Procurement Rules and Regulations
- Warehouse Management
- Logistics Management

## **5. KNOWLEDGE, SKILLS & ABILITIES (KSA) REQUIREMENTS**

### **5.1 Education:**

- Minimum MBA/B. Com (Accounting and Finance) or relevant qualification in Procurement, Supply Chain, Logistics, or Inventory Management.
- Preference will be given to candidates with specialized knowledge in procurement and supply chain management.

### **5.2 Experience:**

- Relevant experience will be recognised as per the lateral entry criteria.

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

- Strong knowledge and practical expertise in Entrepreneurship and Project Management, with the ability to deliver engaging and applied teaching in these areas.
- Commitment to high-quality teaching and continuous improvement in pedagogy.
- Familiarity with contemporary procurement, logistics, and supply chain practices.
- Capacity to design, conduct, and publish applied and pedagogical research.
- Excellent communication, mentoring, and collaboration skills.

- Ability to contribute effectively within a dynamic academic and multicultural environment.
- Openness to feedback, innovation, and lifelong learning.