

ROYAL UNIVERSITY OF BHUTAN

POSITION PROFILE

1. JOB IDENTIFICATION

1.1	Position Title:	Lecturer/Associate Lecturer/ Assistant Lecturer
1.2	Position Level:	4/5/6
1.3	Occupational Group:	Academics
1.4	College/OVC:	Jigme Namgyel Engineering College

2. MAIN PURPOSE OF THE POSITION:

To undertake academic teaching and training works to Bachelor/Diploma students or of equivalent level; carry out research and publication works; perform administrative works within the Department and College.

3. GENERAL ROLES AND RESPONSIBILITIES

Teaching

- Contribute to elements of teaching within clear and established Programmes by 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, such as language lab or practical work.
- Monitor student progress and provide formative feedback.
- Assist with the administration and support in 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 and Innovation

- Assist academics and researchers in planning and implementing experiments, conducting interviews, administering surveys, or coordinating for focus group discussions.
- Search for scholarly literature relevant to the research project, searching the library, copying articles, ordering additional articles and books, and formulating a bibliography.
- Contribute to data analysis (on quantitative data or on quantitatively coded qualitative data).
- Contribute to designing and developing research projects for the 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 preparation of manuscripts, such as general layout, proofreading for editorials, binding and compiling of materials, etc., for submission to academic and scholarly 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 organisers 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 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 organisation of conferences, seminars, workshops and/or work with relevant experts in the area of specialisation.
- Provide guidance to other staff and students.
- Mentor and develop junior colleagues.
- Organise and coordinate meetings and discussions related to administrative issues in the respective department/school/Programme unit.
- Assist in the preparation and organisation of university/college-wide functions; and
- Assist in the organisation of community services.

4. SPECIFIC ROLES AND RESPONSIBILITIES:

The faculty recruited through this advertisement should be conversant and confident to teach any of the following modules at the Degree/Diploma level programme in Engineering at any point in time. A faculty may require teaching two or more modules and related practicals.

- Computer-Aided Drawing
- Engineering Materials
- Mechanics of Materials
- Metrology
- Fluid Mechanics
- Manufacturing Processes
- Theory of Machines
- Industrial Maintenance & Safety Engineering
- Forming and Welding
- Machining Processes
- Production Planning & Control
- CAD/CAM
- Hydraulics & Hydraulic Machines
- Heating, Ventilating & Air Conditioning
- Refrigeration
- Fluid Power & Automations
- Automotive Engineering
- Mechanical Vibrations
- Industrial Engineering
- Maintenance Engineering
- Modules related to Electric Vehicle Technology

5. KNOWLEDGE, SKILLS & ABILITIES (KSA) REQUIREMENTS

5.1. Education: M.E/M. Tech. (with specialisation in Thermal Engineering/Industrial Engineering/Material Science/Electric Vehicle) or B.E./B.Tech. in Mechanical Engineering or B.E./B.Tech. in Mechanical Engineering with specialisation in electric vehicle technology/engineering, automation and control systems, refrigeration & HVAC.

5.2. Experience: Relevant experience will be recognised as per the lateral entry criteria.

5.3. Knowledge, Skills and Abilities:

The candidates applying for the advertised post should possess the following:

- (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 committed to continuous improvement by recognising to change personal, interpersonal and managerial behaviour.
- (d) Sound skills in research, analysis and dissemination of knowledge mainly by way of publication.
- (e) Ability to master in a particular field of specialisation and provide excellent learning outcomes among the students.

Note: Candidate with B.E/B.Tech., would have to be specialised in either EV technology/engineering or refrigeration & HVAC or precision machining (conventional and CNC machines) after joining the college.