

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 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 Department
- Should be conversant and confident to teach ACS101 and/or related modules at the Degree Level Programme in Engineering at any point of time.
- Required to teach two to three modules per semester

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

Teaching

- Contribute to elements of teaching within clear and established programmes as conducting tutorial classes or team teaching with a senior academic;
- Support learners and /or supervise class activities in specific areas of activity according to established procedures as language lab or practical work;
- Monitor student progress and provide 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

- 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 bibliography;
- Contribute to data analysis (on quantitative data or on quantitatively coded qualitative data);
- Contribute to designing and development of research projects for generation of research funds;

- Assist academics or researchers in preparing presentations about research project results for conferences, academic discourse and research presentations;
- Help academic and researchers in preparation of manuscript such as general layout,
- proof reading 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;

Services

- Contribute as resource persons, coordinators or organisers 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 running 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;
- Coordinate the organisation of conferences, seminars, workshops and/or working with relevant experts in the area of specialisation;
- Provide guidance to other staff and students;
- Organise and coordinate meetings and discussion related to administrative and managerial issues in 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:** *(Provide list of specific task that is not covered by the Representative Work Activities)*

- Should be able to teach and assess engineering undergraduate students. Tentative modules are ACS101, Academic Skills and ACS602, Scientific Writing and Communication.
- Participate as a team member to support senior colleagues, who have delegated responsibility for specific strands of work/sub-units.

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

5.1 Education: M.A (TESOL) or M.Ed/Linguistics/PGDE (Language)/B.A in English.

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.
- 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 recognising to change personal, interpersonal and managerial behaviour.
- Sound skills in research, analysis and dissemination of knowledge mainly by way of publication.
- Ability to master in a particular field of specialization and provide excellent learning outcomes among the students.