

**ROYAL UNIVERSITY OF BHUTAN
POSITION PROFILE**

1. JOB IDENTIFICATION

1.1. Position Title: Pro-Vice Chancellor, Department of Research and Innovation (PVC-DRI)

1.2. Position Level: Ex1

1.3. Occupational Group: Administrative and Technical

1.4. College/OVC: OVC, Department of Research and Innovation

2. MAIN PURPOSE OF THE POSITION

The Pro-Vice Chancellor, Department of Research and Innovation (DRI) is responsible for providing visionary and operational leadership to promote the research and innovation ecosystem in the Royal University of Bhutan. PVC-DRI will ensure that the University's research governance, innovation and commercialisation, capacity building, funding management, partnerships, knowledge translation, and visibility functions operate in a coordinated, high-quality, and strategically aligned manner. The position champions a research- and innovation-driven institutional culture and positions RUB as a trusted knowledge creator, disseminator, and keeper for the Kingdom of Bhutan.

3. GENERAL ROLES AND RESPONSIBILITIES

The PVC-DRI shall provide strategic direction, executive oversight, and accountability across the following functional domains of DRIS:

3.1. Research Integrity and Governance

- Lead the development and implementation of the RUB's research and innovation strategy, ensuring alignment with the University's vision, national development priorities, and emerging regional and global research trends.
- Create an enabling environment for research and innovation through sound, up-to-date Zhib'tshol: RUB Research Policies and Guidelines document aligned with RUB's vision.
- Oversee the quality, ethical propriety, and effective implementation of research across colleges, including ethics review mechanisms and the handling of research misconduct and grievances
- Chair or coordinate research governance bodies, including the Academic Board, Research and Innovation Committee (RIC), and liaise with College Research Committees (CRCs)

3.2. Research Development and Capacity Building

- Champion interdisciplinary and collaborative research initiatives across colleges and centres
- Build research capacity through training, mentorship, and dedicated support for early-career researchers and emerging research groups

3.3. Research Funding and Grants Management

- Oversee the full research grants lifecycle and facilitate access to national and international funding opportunities for the University
- Support faculty in proposal development and grant applications, and ensure quality control of internal grants through anonymous peer review
- Oversee the management, monitoring, and financial accountability of internally funded projects, including engagement with the Research and Education Fund (REF) Board

3.4. Research Partnerships and Collaboration

- Cultivate strategic partnerships with industry, government, development organisations, and international universities to enable joint research, resource sharing, and joint publications
- Lead collaborative research projects addressing national development challenges, and represent RUB in international forums and research networks

3.5. Research Impact and Knowledge Translation

- Ensure University research informs national policy and development initiatives, and is disseminated through publications, conferences, and public engagement
- Position RUB as a trusted knowledge partner to government ministries and national development agencies
- Develop digital systems for knowledge management and repository system for research analytics.

3.6. Research Visibility and Institutional Reputation

- Drive strategies to enhance national and international visibility of RUB's research, including support for publication in high-impact journals and growth in citations and global recognition
- Promote the University's profile through an effective web presence, quality publications, and other media, positioning RUB as the country's foremost knowledge creator, disseminator, and keeper

3.7. Innovation and Commercialisation

- Lead the development of RUB's innovation ecosystem, translating research into products, services, technologies through commercialization, technology transfer, and incubation
- Support Government-Industry-Academia-Civil Society collaboration framework and facilitate innovation and entrepreneurship training for researchers, faculty, and students
- Champion intellectual property (IP) management and protection to safeguard the value of RUB's research and innovation outputs

3.8. Departmental Leadership and Staff Management

- Oversee the professional growth and development of staff within the Department of Research and Innovation Services

- Monitor and assess the performance of DRI staff

4. KNOWLEDGE, SKILLS & ABILITIES (KSA) REQUIREMENTS

4.1. Education: Master Degree (preferably by research).

4.2. Experience: Position Level 3 or equivalent, or 15 years of professional experience in professional positions; and

- **Other experience:** Leadership and management in research, education and administration

4.3. Knowledge, Skills, and Abilities:

The applicant should possess:

- Strategic and visionary leadership in research and innovation management
- Sound judgement in matters of research integrity, ethics, and governance
- Strong diplomatic and relationship-building skills across government, academia, and industry
- Ability to translate research into policy-relevant and development-relevant outcomes
- Proficiency in digital tools and information management systems, including google suites, databases, and research management applications
- Commitment to institutional excellence and to RUB's national mandate

5. Age Limit: 55 years and below at the time of application.

6. Terms of Office:

6.1. A term of five years (renewable for another five years or until the age of 60, whichever is earlier).
