ANNEXURE I

ROYAL UNIVERSITY OF BHUTAN

POSITION PROFILE

1. JOB IDENTIFICATION

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

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

To carry out teaching, research and administrative work within the Department. The faculty recruited should be confident to teach any of the modules at the Bachelor and Diploma Level Programme. A faculty may be required to teach two to three modules and conduct related practical.

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

Teaching

- Teach at least two modules per semester in the programme
- Design and deliver lectures, labs, and tutorials using modern tools
- Set, moderate, and mark assessments in line with programme regulations
- Provide academic advising and mentoring to students
- Develop and update learning materials aligned with industry practices
- Participate in joint delivery coordination with partner faculty

Research and Innovation

- Supervise undergraduate projects and capstone work
- Conduct applied or academic research in cybersecurity-related areas
- Publish research outputs and present at conferences where feasible
- Support grant writing and innovation activities related to cybersecurity

Services

- Contribute to programme coordination and quality assurance activities
- Contribute as a resource person, coordinator, or organiser 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 strategic direction.
- Support outreach, training, and awareness programmes
- Assist in organising workshops, seminars, and professional events

- Search for scholarly literature relevant to the research project, searching the library, copying articles, ordering additional articles and books, and formulating bibliography.
- Carry out research with senior academics and researchers and contribute to major publications.

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

Teaching and assessment of the following modules:
- Networking
- Switching Routing and Wireless Essentials
- Linux System Administration, Network Services Administration
- Enterprise Networking Security and Automation
- Directory Services
- Applied Network Security
- Database Management
- Ethical Hacking

The specific tasks involve:
- Provide continuous academic and technical guidance to students
- Maintain accurate academic records and assessment documentation
- Coordinate with joint programme partners on delivery and assessment
- Integrate current cyber threats, tools, and standards into teaching
- Continuously review and improve teaching effectiveness

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

5.1 Education:

Master's /Bachelor's Degree in Computer Science, Computer Engineering, Information Technology

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

5.3 Knowledge Skills and Abilities:

Strong foundation in networking concepts and practices
- Ability to teach both theory and hands-on practical modules
- Skills in research, analysis, and academic writing
- Ability to work effectively in a joint and collaborative environment
- Commitment to continuous professional development
- Flexibility to adapt teaching methodologies and materials to meet the diverse learning
- needs of students, and to stay up-to-date on emerging trends and technologies in the field
- of networking