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 Diploma students or of equivalent level; carry out research and publication works; perform administration works within the Department and College.

3. GENERAL ROLES AND RESPONSIBILITIES

Assistant Lecturer (Position Level 6)

Teaching

- Contribute to elements of teaching within clear and established Programmes as 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 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 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 faculty 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.

Professional Services

- Contribute as resource persons, coordinators or organizers 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 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 organization of conferences, seminars, workshops and/or working with relevant experts in the area of specialization.
- Provide guidance to other staff and students.
- Mentor and develop junior colleagues.
- Organize and coordinate meetings and discussion related administrative issues in respective department/school/Programme unit.
- Assist in the preparation and organization of university/college wide functions; and
- Assist in the organization 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
- Mechanics of Materials
- Theory of Machines
- Fabrication & Welding
- Machining Processes
- Heating, Ventilating & Air Conditioning
- Refrigeration
- Automotive Engineering
- Plug-in-Hybrid Electric Vehicle (PHEV) Maintenance
- Electric and Hybrid Vehicle Maintenance
- Fundamentals of Electric Vehicles
- Battery Management Systems
- Electric Vehicle Charging Infrastructure
- Modules related to Electric Vehicle Technology

5. KNOWLEDGE, SKILLS & ABILITIES (KSA) REQUIREMENTS

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

5.2. Experience: Preference will be given to those with either teaching experiences or industrial experiences in the relevant field.

5.3. Knowledge Skills and Abilities:

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

(a) Ability to demonstrate high level of commitment to teaching
(b) Ability to listen and being open to multiple views, perspective, and feedback
(c) Engagement in continuous learning and development and committed to continuous improvement by recognizing to change personal, interpersonal and managerial behavior.
(d) Sound skills in research, analysis and dissemination of knowledge mainly by way of publication.
(e) Ability to master in a particular field of specialization and provide excellent learning outcomes among the students.

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