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**
1.5 No. of Slot: 03

2. MAIN PURPOSE OF THE POSITION*:*

To carry out teaching, research and administration works within the Department. The faculty recruited through this advertisement should be conversant and confident to teach any of the modules at the Bachelor and Diploma Level Programme in Engineering at any point in time. A faculty may be required to teach two to three modules and conduct related practical.

3. GENERAL ROLES AND RESPONSIBILITIES:

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 lab or practical work.
- Monitor student progress and provide formative feedback.
- Assist with the administration and support in marking assessments.
- Assist senior academics with the preparation of module/programme materials.
- Prepare lesson plans and teach full modules.

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.

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 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 Bachelor and Diploma Level Programme in Engineering at any point in time. A faculty may be required to teach two to three modules and related practical.

- Electrical Installation & Occupational Health Safety
- Electrical Circuits & Principles
- Energy Engineering & Management
- Electrical Power Generation & Transmission
- Electrical Design, Drawing & Estimation
- Electrical Measurements & Instrumentation
- DC Machines and Transformer
- Applied Electrical Workshop Practice
- Power System Switchgear & Protection
- Electrical Power Distribution & Utilization
- AC machines
- Power Electronics & Drives
- Industrial Control & Automation
- Industrial Drive and Control
- Illumination Engineering
- Sustainable Development in Engineering
- Hydro Power Engineering
- Utilisation of Electrical Energy
- Electromagnetic Field Theory
- Power System Stability and analysis
- High Voltage Engineering and Insulation coordination
- Renewable energy resources
- Power System Operation and Control

5. KNOWLEDGE, SKILLS & ABILITIES (KSA) REQUIREMENTS

5.1 Education: B.E/B.Tech in Electrical Engineering/Power Engineering/Instrumentation and Control Engineering/Electrical and Electronics Engineering or equivalent preferably M.E/M. Tech. (Electrical Machines and Electrical Drives/ Energy/Instrumentation/Control/Power System) or equivalent.

5.2 Experience: Preferably in field of teaching electrical engineering or industrial experience of working in the 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 without master's degree need to specialize in Electrical Machines and Electrical Drives/Energy/Instrumentation/Control after joining college.