ANNEXURE I

ROYAL UNIVERSITY OF BHUTAN

POSITION PROFILE

1. JOB IDENTIFICATION

1.1 Position Title:	Lecturer / Associate Lecturer
1.2 Position Level:	4/5
1.3 Occupational Group:	Academics (Mathematics)
1.4 College/OVC:	Paro College of Education

2. MAIN PURPOSE OF THE POSITION

The main purpose of this position is to teach Mathematics content and pedagogy modules/courses. Additionally, the position also requires teaching of educational theories and practices, including child psychology, teaching strategies and skills, academic skills, assessment and educational research.

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 academics
- Support learners and/or supervise class activities in specific areas of activity according to established procedures
- Monitor student progress and provide feedback
- Assist senior academics with the preparation of module/programme materials
- Prepare teaching plans and teach full modules

Research

- Assists academics and researchers in planning and implementing research surveys, focused group interviews, and literature reviews.
- Contribute to data analysis
- Contribute to designing and development of research projects for generation of research funds
- Carry out researches and contribute to publications as sole or co-authors

Services

- Contribute as resource persons, coordinators or organisers for various professional development activities within and the college/University as well as for those outside
- Participate in developing and promoting college's strategic plans and directions
- Collaborate with other academics in planning and execution of college activities and functions
- Participate in the organization of community services

4. SPECIFIC ROLES AND RESPONSIBILITIES

Specifically, the position holder should be able to teach most of the following modules at both Bachelor of Education and Master of Education levels:

- Academic Skills
- Child Development
- Skills for Effective Teaching
- Teaching Mathematics at Lower Primary
- Teaching Mathematics at Upper Primary
- Teaching Numbers and Operations
- Differentiated Instruction in Mathematics
- Problem Solving and Mathematical Misconceptions
- Principles and Standards of School Mathematic
- Educational Research Approaches

5. KNOWLEDGE, SKILLS & ABILITIES (KSA) REQUIREMENTS

5.1 Education: At least a Master's degree in Education/Teaching

5.2 Experience: At least two years of active teaching at an educational institution

5.3 Knowledge, Skills and Abilities:

The applicant should possess:

- An excellent command of school mathematics contents
- An excellent communication skills
- A very good knowledge of educational theories and practice
- A sound knowledge of educational research methods, including action research
- Passion for life-long learning and development
- Ability to work in team
- Ability to work under stressful conditions to meet deadlines
- Ability to appreciate and respect divergent view point
- Ability to think critically and creatively
- A sound knowledge of using generative artificial intelligence