ROYAL UNIVERSITY OF BHUTAN

POSITION PROFILE

1. JOB IDENTIFICATION

1.1	Position Title	: Assistant/Associate Lecturer/Lecturer & Above
1.2	Position Level	: PL6/PL5/PL4 & above
1.3	Discipline	: Economics
1.4	Occupational Group	: Academics
1.5	Requirement	: 1
1.6	College	: Sherubtse College

2. MAIN PURPOSE OF THE POSITION*:*

Purpose: Undertake to teach Bachelor of Economics and Political Science Programme, especially Microeconomics, Macroeconomics, Public Finance, Mathematical Methods in Economics, and Public Finance modules, and carry out research/publication works (of minimum standards acceptable at the **regional level**).

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

4. Lecturer (Position Level 4)

Teaching

4.1 Teach and assess within own subject area at a range of levels from undergraduate to postgraduate;

4.2 Contribute to curriculum development and the design and revision of programme units in the subject area;

4.3 Contribute to the development or improvement of approaches to teaching-learning and assessment in the subject area;

4.4 Participate actively in the development of the discipline's teaching-learning and assessment strategies;

4.5 Contribute to the organisation of wider area of work;

4.6 Advise others (particularly those at the entry-level) on aspects of teaching-learning and assessment;

4.7 Take responsibilityfor the effective management of allocated resources;

Research and Innovation

4.8 Generate funds for the University through research projects, consultancies and advice

4.9 Undertake a specific role in a research project or projects, taking responsibility for some element(s) of the planned research;

4.10 Supervise research projects for both undergraduate and postgraduate levels. May also supervise research-based programmes if found qualified to do so;

4.11 Develop and carry out a plan to open up or extend an area of personal research or contribute as a team member to developing a broader programme. In some fields, this may include contributing to the writing of bids for research grants;

4.12 Plan and carry out a work programme appropriate to the research activity;

4.13 Contribute to dissemination/publication of personal and/or research team's findings as appropriate to the field;

Services

4.14 Contribute as resource persons, coordinators or organisers for various professional development activities within the College/University as well as those outsides.

4.15 Participate in developing and promoting a clear vision of the College's/unit's strategic direction;

4.16 Participate as a team member to support senior colleagues, who have delegated responsibility for specific strands of work/sub-units;

4.17 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;

4.18 Represent and promote the University externally – nationally and internationally,e.g. managing relations with external partners and stakeholders;

4.19 Coordinate the organisation of conferences, seminars, workshops and/or working with relevant experts in the area of specialisation;

4.20 Provide guidance to other staff and students; and

4.21 Mentor and develop junior colleagues.

5. Associate Lecturer (Position Level 5)

Teaching

5.1 Teach modules (full load) and support students within own subject area at least up to the undergraduate level;

5.2 Set and mark assessments, and advise students on their progress;

5.3 Develop and deploy teaching-learning materials in the area of own expertise;

5.4 Plan and review own approach to learning;

5.5 Take responsibility for organising own activities and for the management of allocated resources;

Research and Innovation

5.6 Generate funds for the University through research projects, consultancies and advice;

5.7 Supervise research projects and dissertation where these are part of the programme(s) of study;

5.8 Contribute to design of research projects and define methods such as conducting surveys and focused interviews;

5.9 Carry out literature searches within pre-specified parameters;

5.10 Run analysis/interpreting data using specified and agreed techniques/models;

5.11 Prepare summary reports of research methods/findings;

5.12 Contribute to dissemination and publication of research findings; and

5.13 Carry out small-scale research projects on their own or as a lead in a team and publish some quality papers, including a few in reputed journals.

Services

5.14 Contribute as resource persons, coordinators or organisers for various professional development activities within the College/University as well as for those outsides.

5.15 Participate in developing and promoting a clear vision of the College's/unit's strategic direction;

5.16 Participate as a team member to support senior colleagues, who have delegated responsibility for specific strands of work/sub-units;

5.17 Contribute to the operation of the University by participating in decision-making and governance, including committees or taskforce as appropriate, at College and/or University level;

5.18 Represent and promote the University externally – nationally and internationally,e.g. managing relations with external partners and stakeholders;

5.19 Coordinate the organisation of conferences, seminars, workshops and/or working with relevant experts in the area of specialisation; and

5.20 Provide guidance to other staff and students.

6. Assistant Lecturer (Position Level 6)

Teaching

6.1 Teach modules (full load) and support students within own subject area at least up to the undergraduate level;

6.2 Contribute to elements of teaching within clear and established programmes as conducting tutorial classes or team teaching with a senior academic;

6.3 Support learners and/or supervise class activities in specific areas of activity according to established procedures as language lab or practical work;

6.4 Monitor student progress and provide feedback;

6.5 Assist with the administration and support in marking of assessments;

6.6 Assist senior academics with the preparation of module/programme materials;

6.7 Prepare lesson plans and teach full modules by at least the second year at this level. However, they may teach diploma programmes immediately;

Research

6.8 Assist academics and researchers in planning and implementing experiments, conducting interviews, administering surveys, or coordinating for focus group discussions;

6.9 Search for scholarly literature relevant to the research project, searching the library, copying articles, ordering additional articles and books, and formulating bibliography;

6.10 Contribute to data analysis (on quantitative data or quantitatively coded qualitative data);

6.11 Contribute to designing and development of research projects for generation of research funds;

6.12 Assist academics or researchers in preparing presentations about research project results for conferences, academic discourse and research presentations;

6.13 Help academic and researchers in the preparation of manuscript such as general layout, proofreading for editorials, binding and compiling of materials etc., for submission to academic and scholarly journals or publications;

6.14 Carry out research with senior academics and researchers and contribute to major publications as co-authors;

Services

6.15 Contribute as resource persons, coordinators or organisers for various professional development activities within the College/University as well as for those outsides;

6.16 Participate in developing and promoting a clear vision of the College's/unit's strategic direction;

6.17 Participate as a team member to support senior colleagues, who have delegated responsibility for specific strands of work/sub-units;

6.18 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;

6.19 Represent and promote the University externally – nationally and internationally,e.g. managing relations with external partners and stakeholders;

6.20 Coordinate the organisation of conferences, seminars, workshops and/or working with relevant experts in the area of specialisation;

6.21 Provide guidance to other staff and students;

6.22 Organise and coordinate meetings and discussions related to administrative and managerial issues in respective department/school/programme unit;

6.23 Assist in the preparation and organisation of university/college-wide functions; and

6.24 Assist in the organisation of community services.

7. SPECIFIC ROLES AND RESPONSIBILITIES:

The new recruit is expected to teach Economics modules. The lists of modules are as follows:

1. ECO101 Foundations of Microeconomics
2. ECO103 Mathematical Methods in Economics
3. ECO204 Applied Microeconomics
4. ECO205 Applied Macroeconomics
5. EPS301 Public Finance

8. <u>KNOWLEDGE, SKILLS & ABILITIES (KSA) REQUIREMENTS</u> (*Use KSA and Position Profile Matrix in Position Directory as a guide):*

8.1 Education *(Use Position Profile Matrix)***:** BA in Economics/Honours/MA in Economics/PhD in Economics

8.2 Experience *(Use Position Profile Matrix)***:** The relevant experience shall be considered as per the lateral entry critera.

8.3 Knowledge Skills and Abilities *(Use KSA in Position Directory)***:**

(a) Demonstrate sound knowledge of the terms, concepts, principles, models, and theories of microeconomics, macroeconomics, and applied economics.

(b) Describe and analyse economic relationships, behaviour, and outcomes using appropriate analytical frameworks, including market structures, welfare analysis,

national income accounting, inflation, unemployment, fiscal policy, and monetary policy.

(c) Apply quantitative and mathematical tools to solve economic problems, including optimization, comparative statistics, and basic econometric reasoning relevant to economics modules.

(d) Use statistical and econometric techniques to analyse economic data, including data organization, hypothesis testing, regression analysis, and interpretation of outputs using standard statistical software.

(e) Critically evaluate economic literature, research findings, and policy reports, and assess the validity of assumptions, methodologies, and conclusions.

(f) Collect, manage, and interpret economic data from reliable sources, and present findings in a systematic and academically acceptable format.

(g) Develop evidence-based conclusions and policy recommendations by integrating theory, empirical results, and contextual economic conditions, while identifying limitations and biases. and sources of errors in data and analysis.