

## **POSITION PROFILE**

### **1. JOB IDENTIFICATION**

- 1.1 Position Title: Assistant Lecturer/Associate Lecturer/lecturer (as per RUBHRRR)
- 1.2 Position Level: 5 / 4 and so on
- 1.3 Occupational Group: Academic
- 1.4 College/OVC: College of Science and Technology

### **2. MAIN PURPOSE OF THE POSITION:**

- 2.1 To carry out teaching of Architecture Programme modules, research and administration works within the Department
- 2.2 Should be conversant and confident to teach modules at the Degree Level Programme at any point of time.
- 2.3 Required to teach at least two modules.

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

#### **3.1 Teaching**

- 1. Contribute to elements of teaching within clear and established programmes as conducting individual teaching or team teaching with a senior academic.
- 2. Support learners and /or supervise class activities in specific areas of activity according to established procedures as language lab or practical work.
- 3. Assist senior academics with the preparation of module/programme materials.
- 4. Prepare lesson plans and teach modules (full load) and support students within own subject area at least up to the undergraduate level.
- 5. Set and mark assessments, and advise students on their progress.
- 6. Develop and deploy teaching-learning materials in area of own expertise.
- 7. Take responsibility for organizing own activities and for the management of allocated resources.

### ***3.2 Research***

1. Assist academics and researchers in planning and implementing experiments, conducting interviews, administering surveys, or coordinating for focus group discussions;
2. Search for scholarly literature relevant to the research project, searching the library, copying articles, ordering additional articles and books, and formulating bibliography;
3. Contribute to designing and development of research projects for generation of research funds;
4. Assist academics or researchers in preparing presentations about research project results for conferences, academic discourse and research presentations;
5. Carry out research with senior academics and researchers and contribute to major publications as co-authors;

### ***3.3 Services***

1. Contribute as resource persons, coordinators or organizers for various professional development activities within the College/University as well as for those outside.
2. Participate in developing and promoting a clear vision of the College's/unit's strategic direction;
3. Participate as a team member to support senior colleagues, who have delegated responsibility for specific strands of work/sub-units;
4. 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. Represent and promote the University externally – nationally and internationally e.g. managing relations with external partners and stakeholders;
6. Coordinate the organization of conferences, seminars, workshops and/or working with relevant experts in the area of specialization; and
7. Provide guidance to other staff and students

**4. SPECIFIC ROLES AND RESPONSIBILITIES:** *(Provide list other specific task that is not covered by the Representative Work Activities and list of modules to be taught in the given programme in the case of academics)*

*As an Associate Lecturer / Lecturer, following teaching responsibility shall be able to teach the all modules for the Undergraduate Architecture programmes.*

**5. KNOWLEDGE, SKILLS & ABILITIES (KSA) REQUIREMENTS** *(Use KSA and Position*

*Profile Matrix in Position Directory as a guide):*

**5.1 Education: B.Arch/ M.Arch/ M.Plan/ MUD/ PhD (Architecture, Urban Design, Urban Planning and Housing)**

**5.2 Experience: Not required but extra points will be given for teaching experience**

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

- Ability to demonstrate high level of commitment to teaching.
- Ability to listen and being open to multiple views, perspectives, and feedback.
- Engagement in continuous learning and development, and committed to continuous improvement by way of recognizing to change personal, interpersonal and managerial behavior.
- Sound skills in research, analysis and dissemination of knowledge mainly by way of publication.
- Ability to master in a particular field of specialization and provide excellent learning outcomes among the students.
- Should have knowledge on Architectural 3D and Animation software.

**Service Condition:**

- Salary will be commensurate to qualification and experience with allowance in accordance to the existing Rules and Regulations of the Royal University of Bhutan.