

ROYAL GOVERNMENT OF BHUTAN
ROYAL UNIVERSITY OF BHUTAN

POSITION PROFILE

1. JOB IDENTIFICATION

Position Title: Assistant Lecturer/Associate Lecturer

Position Level: 5/6

Occupational Group: Academic

College/OVC: College of Science and Technology

2. MAIN PURPOSE OF THE POSITION:

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

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

Teaching

- Contribute to elements of teaching within clear and established programmes as conducting tutorial classes or team teaching with a senior academic.
- Support learners and /or supervise class activities in specific areas of activity according to established procedures as language lab or practical work.
- 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 modules (full load) and support students within own subject area at least up to the undergraduate level.
- Set and mark assessments, and advise students on their progress.
- Develop and deploy teaching-learning materials in area of own expertise.
- Take responsibility for organising own activities and for the management of allocated resources.

Research

- 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 academic 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;

Services

- Contribute as resource persons, coordinators or organizers for various professional development activities within the College/University as well as for those outside.
- 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 operation 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; and
- 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 Assistant Lecturer/Associate Lecturer, following teaching responsibility shall be able to teach the module for the Undergraduate Engineering programmes. The tentative module is as follows:

- *Dzongkha Communication*

5. **KNOWLEDGE, SKILLS & ABILITIES (KSA) REQUIREMENTS** *(Use KSA and Position Profile Matrix in Position Directory as a guide):*

Education: MA in Buddhist philosophy, MA in Language and literature, BA language and literature, BA in language and culture studies, BA in Dzongkha.

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

5.2 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 recognising to change personal, interpersonal and managerial behaviour.
Sound skills in research, analysis and dissemination of knowledge mainly by way of publication.
Ability to master in a particular field of specialisation and provide excellent learning outcomes

among the students.

Service Condition:

- MA in Buddhist philosophy, MA in Language and literature, BA language and literature, BA in language and culture studies, BA in Dzongkha will be recruited as a regular employee.
- Salary will be commensurate to qualification and experience with allowance in accordance to the existing Rules and Regulations of the Royal University of Bhutan.