

ROYAL UNIVERSITY OF BHUTAN POSITION PROFILE

1. JOB IDENTIFICATION

- 1.1. Position Title : Assistant Liaison Officer/Liaison Officer
- 1.2. Position Level : PL8/PL7
- 1.3. Occupational Group : Administrative and Technical
- 1.4. College/OVC : College of Science and Technology
- 1.5. No. of Slot : 01

2. MAIN PURPOSE OF THE POSITION

To provide administrative and logistic support for research and industrial linkage activities by coordination and facilitating with faculty, students, industry partners from national and international organizations.

3. GENERAL ROLES AND RESPONSIBILITIES

The general roles and responsibilities of Asst.Liaison Officer/ Liaison Officer include, but are not limited to the following:

1. Coordinate and support to establish and maintain linkages with external organisations, industries and academic institutions both within and outside the country for teaching-learning, research, innovation and expert services; in coordination with the OVC;
2. Provide protocol services for international visitors (facilitate immigration, VISA, and other clearances required for international visitors, and maintain visitors' records);
3. Support staff and student exchange programmes (including application calls, selection, and processing relevant documents, and maintain records);
4. Facilitate student attachment or internship programmes to the industries (Plan and execute the placement of students to the relevant organizations for On-the-Job Training (OJT), Industrial Attachment (IDA), and Survey Camps by maintaining detailed records);
5. Act as the media focal unit/spokesperson on behalf of the college by drafting of press releases, updating information on the college website, publishing of college brochures, prospectuses, newsletters, magazines, and annual reports, and communicating college news, achievements, and research outcomes to external audiences.
6. Assist in planning to promote alumni awareness by creating connections between alumni, academics/staff and the college.
7. Assist and facilitate support to organise training and consultancy services for the College;
8. Plan and facilitate the industrial tours for students in consultation with respective Programme Leaders/ Head of departments.
9. Facilitate the smooth conduct of campus recruitment of graduates by the employers (including invitation of stakeholders, arranging the logistics and maintain records of students' employment status);
10. Maintain up-to-date records of MoUs and linkages with activities conducted under specific MoUs and other forms of agreements;
11. Initiate and organise training and development programmes (for industry, government and NGOs)
12. Identify opportunities for collaboration, research, and resource sharing with industry partners and alumni;

13. Collaborate closely with faculty, staff, and students to advance the college's strategic goals through industry partnerships, internship placements and media focal units.
14. Carry out any task as may be assigned from time to time.

4. SUPPORT FOR MONITORING & EVALUATION

1. Assist the DRIL in monitoring and evaluation of research projects, particularly those supported by the Annual University Research Grant (AURG) and Annual College Research Grant (ACRG).
2. Assist the DRIL in monitoring and verification of unethical issues in research publications using a Plagiarism Checker Software.
3. Coordinate the College Research Committee (CRC) and College Publication Committee (CPC) Meetings.
4. Maintain the database of the college faculty research profiles for the College Management's reference.
5. Undertake other responsibilities as deemed appropriate by the Dean of Research and Industrial Linkages (DRIL) and the College Management (CM).

5. KNOWLEDGE, SKILLS & ABILITIES (KSA) REQUIREMENTS

- 5.1 **Education:** Bachelor's in Science & Technology/Business Studies/English/Media Studies.
- 5.2 **Experience:** Preference will be given to candidates with experience in the relevant field at professional positions or equivalent.
- 5.3 **Knowledge, Skills, and Abilities:**
 - 5.3.1 Conversant in the area of responsibilities, both in terms of technical know-how and a changing environment
 - 5.3.2 Good communication skills both in terms of writing and speaking.
 - 5.3.3 Sound analytical skills and curiosity with knowledge in planning, management, and execution of projects and activities.
 - 5.3.4 Ability to keep up-to-date information in the area of responsibilities and provide timely information for informed decision-making between students, faculty, and external bodies like industry partners or professional institutions.
 - 5.3.5 Ability to work in teams and ready to work beyond working hours
 - 5.3.6 Possess sound interpersonal, organisational, and ethical skills, diplomacy, organisation, and cultural awareness.
 - 5.3.7 Ability to represent the College professionally to promote the College's objectives
 - 5.3.8 Ability to maintain positive relationships with stakeholders within and outside the College.
 - 5.3.9 Ability to help students' access resources, membership benefits of professional bodies, and career development opportunities to inspire and nurture future engineers.
 - 5.4.10 Ability to organise meetings, events, educational tours, industrial placements, and other activities that bridge academic learning with real-world engineering practices.

Service Condition:

- The salary will be determined based on the candidate's qualifications and experience, along with allowances as per the existing Rules and Regulations of the Royal University of Bhutan.

- The candidate will be recruited as a regular employee and will undergo a six-month probation period initially, during which their performance will be evaluated.