

ROYAL UNIVERSITY OF BHUTAN

POSITION PROFILE

1. JOB IDENTIFICATION

1.1. Position Title: Assistant /Associate Lecturer/Lecturer

1.2. Position Level: 6/5/4

2.

2.1. Occupational Group: Academics

2.2. College/OVC: College of Science and Technology

3. MAIN PURPOSE OF THE POSITION:

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

4. GENERAL ROLES AND RESPONSIBILITIES:

Teaching

- Teach modules (full load) and support students within their subject area at least up to the undergraduate level;
- Set and mark assessments, and advise students on their progress;
- Develop and deploy teaching and learning materials in the area of your expertise;
- Plan and review your approach to learning and teaching;
- Take responsibility for organizing your activities and for the management of allocated resources;

Research and Innovation

- Generate funds for the University through research projects, consultancies and advice;
- Supervise research projects and dissertations where these are part of the Programme(s) of study;
- Contribute to the design of research projects and define methods such as conducting surveys and focused interviews;
- Carry out literature searches within pre-specified parameters;
- Run analysis/interpreting data using specified and agreed on techniques/models;
- Prepare summary reports of research methods/findings;
- Contribute to dissemination and publication of research findings; and
- 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.

Professional Services

- Contribute as resource persons, coordinators or organizers for various professional development activities within the College/University as well as for those outside the University.
- 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 task forces as appropriate, at the 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;
- Take initiatives to improve the University and
- Guide other staff and students.

5. SPECIFIC ROLES AND RESPONSIBILITIES:

- Teach modules (full load) and support students in the area of Information Technology;
- Help enhance students' complex problem-solving skills and have methodical/critical thinking.
- Set and mark assessments (Continuous, semester-end exams), and advise students on their progress;
- Develop and deploy teaching and learning materials in the area of Information Technology;
- Should have very good time management and an ability to prioritise and plan work effectively.
- Participate as a team member to support senior colleagues, who have delegated responsibility for specific strands of work/sub-units
- The tentative modules are:
 - Introduction to Programming/ Object-Oriented Programming
 - Information/Cyber/Network Security
 - Computer Communication Networks
 - Human-Computer Interaction
 - Cloud Computing

6. KNOWLEDGE, SKILLS & ABILITIES (KSA) REQUIREMENTS

6.1. Education:

Bachelor's degree in IT/CS/CE/SE or Master's degree in IT/CS/CE/SE or PhD in IT/CS/CE/SE

6.2. Experience:

Teaching experience will be added value.

6.3. Knowledge Skills and Abilities:

- a) Ability to demonstrate a high level of commitment to teaching
- b) Ability to listen and be open to multiple views, perspectives, and feedback
- c) Engagement in continuous learning and development, and commitment to continuous improvement by recognizing to change personal, interpersonal and managerial behaviour.
- d) Sound skills in research, analysis and dissemination of knowledge mainly through publication.
- e) Ability to master a particular field of specialisation and provide excellent learning outcomes among the students.