

**ROYAL GOVERNMENT OF BHUTAN  
ROYAL UNIVERSITY OF BHUTAN**

**POSITION PROFILE**

**1. JOB IDENTIFICATION**

- 1.1 Position Title: Associate Lecturer**
- 1.2 Position Level: 5**
- 1.3 Occupational Group: Academic**
- 1.6 College/OVC: College of Science and Technology**

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

- **Teaching**

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

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

**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)*

1. Teaching following modules:
  - i. Digital communication engineering
  - ii. Analog Communication Engineering
  - iii. Fibre Optic Communication
  - iv. Wireless Communication Engineering
  - v. Electronics and Circuit Devices
2. Guide undergraduate student project in the field of communication engineering.
3. Coordinate student project work, OJT, Technical seminar and other academic activities as assigned by Head of the Department.
4. Any other activities assigned by the HoD which does not come under general roles and responsibilities but contributes to improve quality of the programme.

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

**5.1 Education: Master's in the field of Communication Engineering**

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

**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 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:**

Fixed Term appointment for one year and renewable for another one year based on the need and performances. Salary will be commensurate to qualification and experience with allowance in accordance to the existing Rules and Regulations of the Royal University of Bhutan.

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ROYAL UNIVERSITY OF BHUTAN

POSITION PROFILE

**1. JOB IDENTIFICATION**

- 1.1 Position Title: Lecturer
- 1.2 Position Level: 4
- 1.3 Occupational Group: Academic
- 1.6 College/OVC: College of Science and Technology

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

- Teaching

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

1. Teach and assess within own subject area at a range of levels from undergraduate to postgraduate;
2. Contribute to curriculum development and the design and revision of programme units in the subject area;
3. Contribute to the development or improvement of approaches to teaching-learning and assessment in the subject area;
4. Participate actively in the development of the discipline's teaching-learning and assessment strategies;
5. Contribute to the organisation of wider area of work;
6. Advise others (particularly those at the entry level) on aspects of teaching-learning and assessment;
7. Take responsibility for the effective management of allocated resources;

**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)*

1. Teaching following modules:
  - i. digital communication engineering
  - ii. Analog Communication Engineering

- iii. Fibre Optic Communication
- iv. Wireless Communication Engineering
- v. Electronics and Circuit Devices

- 2. Guide undergraduate student project in the field of communication engineering.
- 3. Coordinate student project work, OJT, Technical seminar and other academic activities as assigned by Head of the Department.
- 4. Any other activities assigned by the HoD which do not come under general roles and responsibilities but contributes to improve quality of the programme.

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

**5.4 Education: PhD in the field of Communication Engineering**

**5.5 Experience: Not required but extra points will be given for teaching eradiation**

**5.6 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.

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