ROYAL UNIVERSITY OF BHUTAN

POSITION PROFILE

1. **JOB IDENTIFICATION**

   1.1. Position Title: Assistant Lecturer/Associate Lecturer
   1.2. Position Level: 6/5
   1.3. Occupational Group: Academics
   1.4. 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 any of the modules at the Degree Level Programme in IT at any point of time.
   - Required to teach two to three modules and related practical.

3. **GENERAL ROLES AND RESPONSIBILITIES:**

Teaching(Associate Lecturer)
 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 and learning materials in area of own expertise;
   - Plan and review own approach to learning;
   - Take responsibility for organizing own activities and for the management of allocated resources;

Research and Innovation
   - Generate fund for the University through research projects, consultancies and advices;
   - Supervise research projects and dissertation where these are part of the Programme(s) of study;
   - Contribute to 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 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 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 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.

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Teaching(Assistant Lecturer)
- 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;
- Monitor student progress and provide feedback;
- 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 full modules by at least the second year at this level. However they may teach diploma programmes immediately;

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;

Professional 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; 6.16 Participate as a team member to support senior colleagues, who have delegated responsibility for specific strands of work/sub-units;
- Contribute to the running 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;
- Provide guidance to other staff and students;
- Organize and coordinate meetings and discussion related to administrative and managerial issues in respective department/school/programme unit;
- Assist in the preparation and organization of university/college wide functions; and
- Assist in the organization of community services

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4. SPECIFIC ROLES AND RESPONSIBILITIES:

He/she should be conversant and confident to teach any of the following modules at the
Degree Level Programme in Engineering at any point of time:

- Introduction to Programming (C Programming)
- Object Oriented Programming (Java)
- Human Computer Interaction
- Computer Communication Networks
- Cloud Computing
- Multimedia Technology

5. KNOWLEDGE, SKILLS & ABILITIES (KSA) REQUIREMENTS

5.1. **Education:** B.Tech/B.E (CSE/IT)/Master Qualification(IT/CS/MCA)

5.2. **Experience:** None

5.3. Knowledge Skills and Abilities:

a) Ability to demonstrate high level of commitment to teaching

b) Ability to listen and being open to multiple views, perspective, and feedback

c) Engagement in continuous learning and development, and committed to continuous improvement by recognizing to change personal, interpersonal and managerial behavior.

d) Sound skills in research, analysis and dissemination of knowledge mainly by way of publication.

e) Ability to master in a particular field of specialization and provide excellent learning outcomes among the students.

Service Condition:

Fixed Term appointment for a period of 1 Year. Salary will be commensurate to qualification and experience with allowance in accordance to the existing Rules and Regulations of the Royal University of Bhutan.

Note: Candidate with Master Degree in IT/CS/MCA is preferred.