

ROYAL UNIVERSITY OF BHUTAN

POSITION PROFILE

1. JOB IDENTIFICATION

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| 1.1 | Position Title | : Lecturer/Associate Lecturer/Assistant Lecturer |
| 1.2 | Position Level | : 4/5/6 |
| 1.3 | Occupational Group | : Academics |
| 1.4 | College/OVC | : Jigme Namgyel Engineering College |
| 1.5 | No. of slots | : 01 |

2. MAIN PURPOSE OF THE POSITION:

To carry out teaching, research and administration works in the Department of Electronics and Communication Engineering.

The Faculty recruited through this advertisement should be conversant and confident to teach any of the modules at the Degree/Diploma Level Programme in Engineering related to the Electronics and Communication Engineering. A faculty may be required to teach two to three modules and related practical.

3. GENERAL ROLES AND RESPONSIBILITIES

Teaching

- 3.1 Contribute to elements of teaching within clear and established programmes as conducting tutorial classes or team teaching with a senior academic;
- 3.2 Support learners and /or supervise class activities in specific areas of activity according to established procedures as language lab or practical work;
- 3.3 Monitor student progress and provide feedback;
- 3.4 Assist with the administration and support in marking of assessments;
- 3.5 Assist senior academics with the preparation of module/programme materials;
- 3.6 Prepare lesson plans and teach full modules by at least the second year at this level. However they may teach diploma programmes immediately;

Research & Innovation

- 3.7 Assist academics and researchers in planning and implementing experiments, conducting interviews, administering surveys, or coordinating for focus group discussions;
- 3.8 Search for scholarly literature relevant to the research project, searching the library, copying articles, ordering additional articles and books, and formulating bibliography;
- 3.9 Contribute to data analysis (on quantitative data or on quantitatively coded qualitative data);
- 3.10 Contribute to designing and development of research projects for generation of research funds;
- 3.11 Assist academics or researchers in preparing presentations about research project results for conferences, academic discourse and research presentations;
- 3.12 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;
- 3.13 Carry out research with senior academics and researchers and contribute to major

publications as co-authors;

Professional Services

- 3.14 Contribute as resource persons, coordinators or organisers for various professional development activities within the College/University as well as for those outside;
- 3.15 Participate in developing and promoting a clear vision of the College's/unit's strategic direction;
- 3.16 Participate as a team member to support senior colleagues, who have delegated responsibility for specific strands of work/sub-units;
- 3.17 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;
- 3.18 Represent and promote the University externally – nationally and internationally e.g. managing relations with external partners and stakeholders;
- 3.19 Coordinate the organisation of conferences, seminars, workshops and/or working with relevant experts in the area of specialisation;
- 3.20 Provide guidance to other staff and students;
- 3.21 Organise and coordinate meetings and discussion related to administrative and managerial issues in respective department/school/programme unit;
- 3.22 Assist in the preparation and organisation of university/college wide functions; and
- 3.23 Assist in the organisation of community services.

4. SPECIFIC ROLES AND RESPONSIBILITIES:

Should be able to teach the following modules:

- Instrumentation and Process Control
- Industrial Automation
- Wireless and Mobile Communication
- Analog and Digital Communication
- Data Communication and Networking
- Sound knowledge on programming languages like C, C++ etc

5. KNOWLEDGE, SKILLS & ABILITIES (KSA) REQUIREMENTS

- 1. Education:** B. E. / B. Tech. /M. E. / M. Tech. in Electronics and Communication Engineering and Instrumentation and Automation or equivalent
- 2. Experience:** Not compulsory but preferable with prior teaching experience
- 3. Knowledge Skills and Abilities:**
 - Sound knowledge and skills in the following areas:
 - Instrumentation and Process Control
 - Industrial Automation
 - Computer Programming skills relevant to electronic programming
 - Microprocessors and Microcontrollers
 - Modern emerging technologies (Automation, IoT, AI etc.) preferable.