

ROYAL UNIVERSITY OF BHUTAN

POSITION PROFILE

1. JOB IDENTIFICATION

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 administrative works in the Department of Information Technology. The Faculty recruited through this advertisement should be conversant and confident to teach any of the modules at the Degree/Diploma Level Programme in the field of Information Technology in Department of Information Technology and programme offered in other departments in the college. A faculty may be required to teach two to three modules.

3. GENERAL ROLES AND RESPONSIBILITIES

Teaching

- Contribute to elements of teaching within clear and established programmes as conducting tutorial classes or team teaching with a senior academic;
- Prepare lesson plans and teach full modules on Database Management System for B.E. in Surveying and Geoinformatics for Spring Semester 2021 and teach other IT modules in the college if required.
- Support learners and /or supervise teaching activities in specific areas as per the module descriptor and conduct practical works.
- 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;

Research & Innovation

- 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;
- 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 organisation of conferences, seminars, workshops and/or working with relevant experts in the area of specialisation;
- Provide guidance to other staff and students;
- Organise and coordinate meetings and discussion related to administrative and managerial issues in respective department/school/programme unit;
- Assist in the preparation and organisation of university/college wide functions; and
- Assist in the organisation of community services.

4. SPECIFIC ROLES AND RESPONSIBILITIES:

Faculty recruited through this advertisement should be conversant and confident to teach any of the following modules at the Degree/Diploma Level.

- Database Management System
- Data Structure and Object-Oriented Programming using C++
- Sound knowledge in Programming languages like C, C++, Python etc.

5. KNOWLEDGE, SKILLS & ABILITIES (KSA) REQUIREMENTS

1. Education: B. Sc. / BCA / BE in Computer Science or M. Sc. / MCA / ME in Computer Science /Information Technology/ Information Management Technology / relevant programmes in the field of IT

2. Experience: Not compulsory but preferable with prior teaching experience

3. Knowledge Skills and Abilities:

The candidates applying for the advertised post should possess the following:

- Should have sound knowledge to teach MySQL Relational Database Management System.
- Should have sound knowledge in Database, Programming languages such as C, C++, Python etc.
- Should have an ability to demonstrate high level of commitment to teaching.
- Should have an ability to listen and being open to multiple views, perspective, and feedback.
- Engagement in continuous learning and development, and committed to continuous improvement by recognizing to change personal, interpersonal and managerial behavior.