

ROYAL UNIVERSITY OF BHUTAN

POSITION PROFILE

1. JOB IDENTIFICATION

1.1 Position Title	Lecturer/Associate Lecturer/Assistant Lecturer (Fixed-Term)
1.2 Position Level	4/5/6 (as per RUB Position Classification)
1.3 Occupational Group	Academics
1.4 College/OVC	Jigme Namgyel Engineering College

2. MAIN PURPOSE OF THE POSITION

To undertake full-time academic responsibilities for a fixed term of two years, with a particular focus on teaching modules such as Economics, Tally, Purchase Management, and Negotiation Skills under the Diploma in Materials and Procurement Management programme. The role primarily involves teaching, assessment, curriculum improvement, and academic advising. The faculty member is also encouraged to contribute to research and professional services within the scope of the appointment and departmental priorities.

3. GENERAL ROLES AND RESPONSIBILITIES

3.1 Teaching and Learning

- Teach at least two modules per semester at the diploma level.
- Plan, deliver, and assess student learning using effective pedagogical methods.
- Develop instructional materials aligned with programme learning outcomes.
- Set and mark assessments, maintain records, and advise students on their academic progress.
- Continuously evaluate and improve teaching and learning strategies.
- Participate in curriculum review and quality assurance initiatives.

3.2 Research and Innovation

- Engage in applied research or pedagogical research aligned with the college's academic priorities.
- Prepare and submit research proposals for funding.
- Supervise student projects where applicable.
- Collect, analyze, and interpret data using appropriate research methodologies.
- Present and publish research findings in relevant forums and journals.

3.3 Professional Services

- Serve as a resource person for workshops, seminars, or training within or outside the college.
- Participate in strategic planning and institutional development activities.
- Serve on college committees and task forces.
- Contribute to community outreach and professional service programs.
- Assist in organizing academic and co-curricular activities and events.
- Guide students and junior staff in academic and administrative matters.

4. SPECIFIC ROLES AND RESPONSIBILITIES

Depending on semester allocation and department requirements, the recruited faculty shall teach and assess the following modules. At any given time, the faculty will be assigned two or

more of the following modules under the Diploma in Materials and Procurement Management:

4.1 Autumn Semester

- Managerial Economics (EAM102)
- Tally (EAM203)

4.2 Spring Semester

- Purchase Management (PCM101)
- Negotiation Skills (PCM203)

4.3 Additional Modules (as per departmental requirement):

- Accounting and Finance in Procurement and Supply Chain (EAM101)
- Materials Management (MAM101)
- Inventory Management (MAM102)
- Procurement Rules and Regulations (PCM202)
- Warehouse Management (MAM203)
- Logistics Management (MAM204)
- Entrepreneurship (EDP101)

5. KNOWLEDGE, SKILLS & ABILITIES (KSA) REQUIREMENTS

5.1 Education: Minimum MBA/BCOM (Accounting and Finance) or any relevant qualification in Procurement, Supply Chain, Logistics, or Inventory Management will be given preference.

5.2 Experience: Teaching or industrial experience in relevant fields will be an added advantage.

5.3 Knowledge, Skills, and Abilities:

- Sound knowledge and hands-on proficiency in Tally accounting software, as the faculty member will be expected to teach this module.
- Commitment to quality teaching and continuous pedagogical improvement.
- Familiarity with procurement and supply chain practices.
- Ability to conduct applied research and produce scholarly work.
- Strong communication, mentorship, and collaboration skills.
- Ability to contribute effectively in a dynamic academic environment.
- Openness to feedback, innovation, and lifelong learning.

6. DURATION OF APPOINTMENT

- Two (2) Years Fixed-Term Contract, commencing from the Autumn Semester 2025.