

JIGME NAMGYEL ENGINEERING COLLEGE
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

2. MAIN PURPOSE OF THE POSITION:

Undertake academic teaching of at least two modules at the Undergraduate/Diploma level within the IT department, focusing on providing high-quality instruction and support to students while also contributing to the research, innovation, and service activities of Jigme Namgyel Engineering College.

3. GENERAL ROLES AND RESPONSIBILITIES:

Teaching

- Teach at least two modules (full-time) in a semester and support students within their subject areas;
- Set and mark assessments, and advise students on their progress;
- Develop and deploy learning-teaching materials in the area of own expertise;
- Plan and review your approach to learning.
- Take responsibility for organising own activities with optimum utilisation of allocated resources.

Research and Innovation

- Supervise research projects and dissertations where these are part of a programme(s) of study;
- Carry out literature searches within pre-specified parameters;
- Collect/organise/analyse/interpret data using specified and agreed techniques/models;
- Prepare a summary report of research methods/findings.
- Contribute to the dissemination and publication of research findings.

Services

- Contribute as a resource person, coordinator, or organiser 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 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 task forces as appropriate, at the 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 work with relevant experts in the area of specialisation;
- Guide other staff and students;
- Organise and coordinate meetings and discussions related to administrative and managerial issues in respective departments/schools/programme units;
- Assist in the preparation and organisation of university/college-wide functions;
- Assist in the organisation of community services.

4. SPECIFIC ROLES AND RESPONSIBILITIES:

Teaching and assessment of the following modules:

- i. NTW101 Introduction to Networks
- ii. SRV102 Linux System Administration
- iii. NTW102 Switching, Routing, and Wireless Essentials
- iv. SYD204 Web Technology and Design
- v. SRV203 Directory Services
- vi. SRV204 Linux Network Services Administration
- vii. SYD205 Network Data Analysis and Visualisation
- viii. NTW205 Applied Network Security
- ix. NTW206 Ethical Hacking

The specific tasks involve:

- i. Offering academic support and guidance to students, including advising on coursework, projects, and career paths.
- ii. Maintaining accurate records of student attendance, performance, and grades.
- iii. Collaborating with colleagues to align teaching strategies and ensure consistency across modules.
- iv. Staying updated with advancements in the field and integrating relevant changes into course content and delivery.
- v. Engaging in continuous self-assessment and improvement of teaching practices to enhance student learning outcomes.

5. KNOWLEDGE, SKILLS & ABILITIES (KSA) REQUIREMENTS:

5.1. Education: Master's Degree or Bachelor's Degree in any IT-related field.

5.2. Experience: Teaching/Industrial experience in the relevant field will be an added advantage

5.3. Knowledge, Skills and Abilities:

- Ability to demonstrate a high level of commitment to learning and teaching
- Ability to listen and be open to multiple views, perspectives, and feedback
- Sound skills in research, analysis, and dissemination of knowledge by way of publication and presentation
- Ability to master a particular field of specialisation and provide excellent learning outcomes among the students
- Flexibility to adapt teaching methodologies and materials to meet the diverse learning needs of students, and to stay up-to-date on emerging trends and technologies in the field of IT.