

ROYAL UNIVERSITY OF BHUTAN

POSITION PROFILE

1. JOB IDENTIFICATION

- 1.1. Position Title** : Professor/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 full-time academic teaching of modules at the Diploma level within the Department of Humanities and Management for a fixed term of two years; carry out assessment, curriculum improvement, student advising, and contribute to research and publication works.

3. GENERAL ROLES AND RESPONSIBILITIES

Teaching

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

Research and Innovation

- Generate funds for the University/College through research projects, consultancies, and services;
- Supervise research projects and dissertations where these are part of the programme(s) of study;
- Carry out literature searches within pre-specified parameters;
- Collect, organize, analyze, and interpret data using specified and agreed techniques/models;
- Prepare summary reports of research methods/findings;
- Contribute to the dissemination and publication of research findings.

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 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 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 work with relevant experts in the area of specialization;
- Guide other staff and students;
- Assist in the preparation and organization of university/college-wide functions;
- Assist in the organization of community services.

4. SPECIFIC ROLES AND RESPONSIBILITIES:

The faculty recruited should be able to deliver courses, undertake teaching, and perform assessments of the following modules at the Diploma level programme at any point in time in accordance with the academic standards of the Royal University of Bhutan. A faculty member may be required to teach two or more modules in a semester.

Sl. No.	Modules	Semester
1	EAM101 Introduction to Managerial Economics	Year 1 Sem I
2	MAM101 Materials Management	Year 1 Sem I
3	EAM203 Tally	Year 2 Sem I
4	MNG202 Principles and Practices of Management	Year 2 Sem I
5	PCM101 Purchase Management	Year 1 Sem II
6	PCM203 Negotiation Skills	Year 2 Sem II
7	EDP101 Entrepreneurship	Year 2 Sem II

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

5.1 Education: Minimum MBA/B.Com (Accounting and Finance), or any relevant qualification in Procurement, Supply Chain, Logistics, or Inventory Management.

5.2 Professional Certification: Candidates holding professional procurement certifications such as MCIPS (Member of the Chartered Institute of Procurement & Supply) or FCIPS (Fellow of the Chartered Institute of Procurement & Supply) will be highly preferred.

5.3 Experience: Prior teaching or industrial experience in a relevant field will be an added advantage.

5.4 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 specialization and provide excellent learning outcomes among the students.