

ROYAL UNIVERSITY OF BHUTAN

POSITION PROFILE

1. JOB IDENTIFICATION

1.1 Position Title: *Assistant Project Officer (Initial Contract for 1 Year, renewable upto 3 Years)*

1.2 Position Level: *PL 08*

1.3 Occupational Group: *Administrative & Technical*

1.4 College/OVC: *Paro College of Education*

2. MAIN PURPOSE OF THE POSITION: *(provide main purpose of the job)*

2.1 Assist Project Coordinator in overall management and smooth functioning of the Project.

3. GENERAL ROLES AND RESPONSIBILITIES: *(Use Representative Work Activities as provided in Position Directory)*

3.1 The Position of Assistant Project Officer is not available in Position Directory 2017, however, the details roles and responsibilities are mentioned under specific roles and responsibilities below.

4. SPECIFIC ROLES AND RESPONSIBILITIES: *(Provide list of specific task that is not covered by the Representative Work Activities)*

4.1 Assist the Project Coordinator in preparation of progress reports, financial report (quarterly, annual, final).

4.2 Assist the Project Coordinator in organizing the activities of various project team members.

4.3 Assist the Project Coordinator in organizing national, international events, exchange visits in relation to project.

4.4 Assist the Project Coordinator in monitoring progress and evaluation of project activities.

4.5 Assist the Project Coordinator in preparation of promotional materials such as brochures and briefs for dissemination.

4.6 Assist the Project Coordinator in preparation of press releases, newsletters and bulletins.

4.7 Maintain historical records on the activities/achievements of the Project.

4.8 Take up other responsibilities as directed by the Project Coordinator and the College Management.

5. **KNOWLEDGE, SKILLS & ABILITIES (KSA) REQUIREMENTS:** *(Use KSA and Position Profile Matrix Position Directory as a guide).*

5.1 **Education:** *Bachelor's Degree from a recognized University.*

5.2 **Experience:** *Preference will be given to those who have worked/handled similar Projects as Assistant Project Officer and successfully completed the assignments.*

5.3 **Knowledge Skills and Abilities:**

5.3.1 *Strong written and oral communication skills in English;*

5.3.2 *High levels of organization and attention to detail;*

5.3.3 *Sound judgment and initiative;*

5.3.4 *Ability to multi-task;*

5.3.5 *Ability to work independently in a flexible small-business environment;*

5.3.6 *Proficiency in using Microsoft Office, Word, Excel, and PowerPoint; and*

5.3.7 *Fluency in at least one relevant language other than English is a plus.*

5.3.8 *High interpersonal skills, coordination, team work and excellent networking skills.*