

ROYAL UNIVERSITY OF BHUTAN

POSITION PROFILE

1. JOB IDENTIFICATION

- 1.1 **Position Title** : Assistant Lecturer/Associate Lecturer
- 1.2 **Position Level** : 6/5
- 1.3 **Occupational Group** : Academics
- 1.4 **College/OVC** : Paro College of Education
- 1.5 **Employment Duration:** 1 Years contract with contract allowance (extendable based on performance and service requirement in the College).

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

The purpose of the position is to teach HPE modules at Paro College of Education. In addition, the position holder should also support the College Management in its HPE master plan and effective service delivery for the programme.

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

- 3.1 Contribute to elements of teaching within clear and established programmes as conducting tutorial classes or team teaching with a senior academic;
- 3.2 Support learners and /or supervise class activities in specific areas of activity according to established procedures as language lab or practical work;
- 3.3 Monitor student progress and provide feedback;
- 3.4 Assist with the administration and support in marking of assessments;
- 3.5 Assist senior academics with the preparation of module/programme materials;
- 3.6 Prepare lesson plans and teach full modules by at least the second year at this level. However they may teach diploma programmes immediately;

Research

- 3.7 Assist academics and researchers in planning and implementing experiments, conducting interviews, administering surveys, or coordinating for focus group discussions;
- 3.8 Search for scholarly literature relevant to the research project, searching the library, copying articles, ordering additional articles and books, and formulating bibliography;
- 3.9 Contribute to data analysis (on quantitative data or on quantitatively coded qualitative data);
- 3.10 Contribute to designing and development of research projects for generation of research funds;
- 3.11 Assist academics or researchers in preparing presentations about research project results for conferences, academic discourse and research presentations;

- 3.12 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;
- 3.13 Carry out research with senior academics and researchers and contribute to major publications as co-authors;

Services

- 3.14 Contribute as resource persons, coordinators or organisers for various professional development activities within the College/University as well as for those outside;
- 3.15 Participate in developing and promoting a clear vision of the College's/unit's strategic direction;
- 3.16 Participate as a team member to support senior colleagues, who have delegated responsibility for specific strands of work/sub-units;
- 3.17 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;
- 3.18 Represent and promote the University externally – nationally and internationally e.g. managing relations with external partners and stakeholders;
- 3.19 Coordinate the organisation of conferences, seminars, workshops and/or working with relevant experts in the area of specialisation;
- 3.20 Provide guidance to other staff and students;
- 3.21 Organise and coordinate meetings and discussion related to administrative and managerial issues in respective department/school/programme unit;
- 3.22 Assist in the preparation and organisation of university/college wide functions; and
- 3.23 Assist in the organisation of community services.

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

- 4.1 Specially, the position holder should be able to teach the modules in HPE programme.

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

5.1 Education: At least a Bachelor's degree in HPE.

5.2 Experience: At least three years of relevant subject teaching experience at an educational institution.

5.3 Knowledge, Skills and Abilities: The applicant should possess:

- An excellent knowledge Physical Education and Sports
- Ability to plan and teach academic subject at the Diploma level
- Ability to plan, run and manage sporting facilities
- Ability to organize sporting event
- A functional skills in using Microsoft office (MS Word, excel, and PowerPoint)
- Passion for life-long learning
- Ability to work in teams
- Ability to work under stressful conditions to meet deadlines
- Ability to communicate effectively, both in writing and speaking
- Ability of appreciate and respect different view points
- Ability to think critically, ask good questions and solve problems