

ROYAL UNIVERSITY OF BHUTAN
PARO COLLEGE OF EDUCATION

POSITION PROFILE

1. JOB IDENTIFICATION

1.1 Position Title	: Assistant Liaison Officer
1.2 Position Level	: 08
1.3 Occupational Group	: Administrative and Technical Staff
1.4 Mode of Employment	: Regular
1.5 Slot	: 1
1.6 College	: Paro College of Education

2. MAIN PURPOSE OF THE POSITION:

The main purpose of an Assistant Liaison Officer is to serve as the primary bridge for communication, coordination, and relationship-building between the College and external or internal stakeholders.

3. GENERAL ROLES AND RESPONSIBILITIES

- 3.1 Assist in organising meetings and consultations for the formulation of plans, policies and strategies for enhancement of linkages with external academic institutions and industries in the Colleges.
- 3.2 Assist in providing coordination support in establishing and maintaining linkages with external organisations and academic institutions both within and outside the country related to teaching-learning, research, innovation and expert services; in coordination with the OVC.
- 3.3 Provide protocol services for international visitors, facilitate immigration, VISA, and other clearances required for international visitors, and maintain proper and correct records of the visitors.
- 3.4 Assist in initiating and supporting staff and student exchange programmes, including application calls, selection, and processing relevant documents, and maintain proper and correct records up to date.
- 3.5 Facilitate student attachment or internship programmes to the industries (Plan and execute the placement of students to the relevant organizations for On-the-Job Training (OJT), Industrial Attachment (IDA), and Survey Camps in addition to maintaining proper and correct records up to date).
- 3.6 Act as the media focal unit on behalf of the college. It involves assisting in drafting of press releases, updating information on the college website, publishing of college brochures, prospectus, newsletters and annual reports.
- 3.7 Assist in taking up initiatives related to strategic planning to promote alumni awareness; and create and enrich lifelong bond among alumni and connect them to the

students and academics of the college.

- 3.8 Assist in organising training and consultancy services provided by the College by providing all necessary clerical support services.
- 3.9 Maintain up to date records of MoUs and linkages with activities conducted under specific MoUs and other forms of agreements.
- 3.10 Carry out any task as may be assigned from time to time by the College Administration.

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

4.1 **Education:** Bachelor's Degree

4.2 **Experience:** Experience will be given preference for the purpose of shortlisting.

4.3 Knowledge Skills and Abilities:

- 4.3.1 Conversation in the area of responsibilities both in terms of technical knowhow and changing environment.
- 4.3.2 Good communications skills both in terms of written and speaking.
- 4.3.3 Sound analytical skills with knowledge in planning, management and execution of projects and activities.
- 4.3.4 Ability to keep up-to-date information in the area of responsibilities and provide timely information for informed decision-making.
- 4.3.5 Ability to work in teams and ready to work beyond working hours.