**ROYAL UNIVERSITY OF BHUTAN**

**POSITION PROFILE**

# 1. JOB IDENTIFICATION

**1.1 Position Title:** Lecturer/Associate Lecturer

**1.2 Position Level:** 4/5 (equivalent to P1/P2)

**3 Occupational Group:** Academics

**1.4 College/OVC:** Samtse College of Education

**2. MAIN PURPOSE OF THE POSITION***:*

**E.g. Purpose:** *Undertake academic teaching/training works, at least, till* ***Masters*** *or the equivalent level, carry out research/publication works (of minimum standards acceptable at the* ***regional level****), provide advisory services, and coordinate/manage programs.*

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

**Teaching:**

1. Teach and assess within own subject area at a range of levels from undergraduate to postgraduate;
2. Contribute to curriculum development and the design and revision of programme units in the subject area;
3. Contribute to the development or improvement of approaches to teaching-learning and assessment in the subject area;
4. Participate actively in the development of the discipline’s teaching-learning and assessment strategies;
5. Contribute to the organisation of wider area of work;
6. Advise others (particularly those at the entry level) on aspects of teaching-learning and assessment;
7. Take responsibility for the effective management of allocated resources;

**Research and Innovation:**

1. Generate fund for the University through research projects, consultancies and advices;
2. Undertake a specific role in a research project or projects, taking responsibility for some element(s) of the planned research;
3. Supervise research projects for both at undergraduate and postgraduate levels. May also supervise research based programmes if found qualified to do so;
4. Develop and carry out a plan to open up or extend an area of personal research, or contribute as a team member to the development of a broader programme. In some fields, this may include contributing to the writing of bids for research grants;
5. Plan and carry out a work programme appropriate to the research activity;
6. Contribute to dissemination/publication of personal and/or research team’s findings as appropriate to the field.

**Services:**

1. Contribute as resource persons, coordinators or organisers for various professional development activities within the College/University as well as for those outside;
2. Participate in developing and promoting a clear vision of the College’s/unit’s strategic direction;
3. Participate as a team member to support senior colleagues, who have delegated responsibility for specific strands of work/sub-units;
4. 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;
5. Represent and promote the University externally- nationally and internationally e.g. managing relations with external partners and stakeholders;
6. Coordinate the organisation of conferences, seminars, workshops and/or working with relevant experts in the area of specialization;
7. Provide guidance to other staff and students; and
8. Mentor and develop junior colleagues.

**4. SPECIFIC ROLES AND RESPONSIBILITIES:** *(Provide/list other* ***specific******task*** *that is not covered by the Representative Work Activities and list of modules to be taught in the given programme in the case of academics):*

*Upon successful selection, candidate will be expected to teach some of the following modules offered to B. Ed Secondary students and M. Ed students:*

Analytic Geometry

Differential Calculus

Algebra and Trigonometry

Mathematics Education

Introduction to Educational Statistics

Dissertation Proposal (If candidate has experience in undertaking a research)

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

* 1. **Education** *(Use Position Profile Matrix)***:** *M.Ed. with Mathematics Education / M.Sc in Mathematics / B.Sc. Majored in Mathematics*
  2. **Experience** *(Use Position Profile Matrix)***:**
     1. PhD; OR
     2. Minimum 8 years of teaching experiences at the University level for those with Masters qualification; OR
     3. Minimum 3 years of service as Associate Lecture or equivalent position in a reputed university; OR
     4. Minimum 8 years of industrial experience in the relevant area with Masters Degree;
     5. Evidences related to engagement in research projects and publications in the relevant field will be an added advantage;
     6. Evidences related to engagement in professional services will be an added advantage.
  3. **Knowledge Skills and Abilities** *(Use KSA in Position Directory)***:**

1. Ability to demonstrate high level of commitment to teaching;
2. Ability to listen and being open to multiple views, perspectives, and feedback;
3. Engagement in continuous learning and development, and committed to continuous improvement by way of recognizing to change personal, interpersonal and managerial behavior;
4. Sound skills in research, analysis and dissemination of knowledge mainly by way of publication;
5. Ability to master in a particular field of specialization and provide excellent learning outcomes among the students;
6. Curriculum development;
7. Knowledge of education policies in Mathematics education;
8. Knowledge of international best practices in Mathematics education; &
9. Knowledge in Statistics