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**Royal University of Bhutan**

Samtse College of Education

**Annexure 5A/6.1.2.1**

**ROYAL GOVERNMENT OF BHUTAN**

**ROYAL UNIVERSITY OF BHUTAN**

**POSITION PROFILE**

# 1. JOB IDENTIFICATION

**1.1 Position Title: Assistant Research Officer/ Research Officer**

**1.2 Position Level: 8/7**

**1.3 Occupational Group: Administrative & Technical**

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

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

* To assist the Dean of Research & Industrial Linkages of the College in coordinating research & innovation and Industrial linkages activities in the college**.**

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

* 1. Assist in coordination of meetings and consultative workshops to review and formulate research policies at the college level;
  2. Assist in coordinating activities related to research, dissemination and documentation in the Colleges;
  3. Assist in management and administration of higher degree research as required by the Research Degree Framework;
  4. Assist in implementing activities that foster collaborative research and services with relevant external partners;
  5. Assist in the financing of speciﬁc research projects as per the directive of CRCs and policies;
  6. Assist in activities that leads to development of research capacity in the college;
  7. Assist in organising national and international conferences/seminars;
  8. Assist in preparing report to the CAC, CRC for onward submission to the RIC on all matters related to research in the college, including the programmes and activities of the research centres; and
  9. Carry out any task as may be assigned from time to time.

**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)*

1. **Research & Innovation Activities**
2. Assist the DRIL in development and implementation of research policies, procedures and standards for the college.
3. Explore and disseminate the information to the faculty researchers on opportunities availability of different external sources of research funds.
4. Lead the college project proposals writing and submission to the relevant research funding organizations.
5. Coordinate the research & innovation capacity development training and workshop activities of the College
6. Coordinate the conference, seminar and symposium organized by the College.
7. Coordinate the College Faculty-Student Research Convention.
8. Coordinate the publication of the College Educational Innovation and Practice Journal
9. Coordinate the publication of Shes-Rig PAGES College Newsletter
10. Contribute news for the college website for key college events
11. Maintain the database of the research & innovations and publications.

# External Linkages and Promotional Activities

1. Assist the DRIL in coordinating the industrial linkages development activities
2. Assist the DRIL in coordinating the meetings with visitors from external organizations.
3. Coordinate student study tour program.
4. Coordinate the publication of the college promotional materials such as News Letter, Prospectus, Brochure, College Souvenir, etc
5. Coordinate the College and its Alumni relationship development program
6. Maintain the database of the external linkages related and graduate/alumni information.

# Support for Monitoring & Evaluation

1. Assist the DRIL in monitoring and evaluation of research projects particularly those supported by Annual University Research Grant and College Research Research Stimulus Fund.
2. Assist the DRIL in monitoring and verification of unethical issues in research publications using a Plagiarism Checker Software
3. Coordinate the College Research Committee and College Publication Committee Meetings
4. Maintain the database of the college faculty research profiles for the college management’s reference.
5. Maintain record for APA review
6. Draft note-sheet for all research related activities

# Other Responsibility

* Undertake other responsibilities as deemed appropriate by Dean of Research and Industrial Linkages and the College management.

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

* 1. **Education:**

Bachelor of Arts in Media Studies and English/Bachelor of Arts in English (honors)

* 1. **Experience:** The preference will be given to candidate with strong communication skills (written and spoken) and good work experiencein carrying out research activities and in coordinating the events like seminar, conference etc.
  2. **Knowledge Skills and Abilities** *(Use KSA in Position Directory)***:**

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| 1 | Excellence communications skills in terms of written and speaking in both English and Dzongkha languages. |
| 2 | Conversant in the area of responsibilities both in terms of technical knowledge and changing environment. |
| 3 | Sound analytical skills with knowledge in planning, management and execution of projects and activities. |
| 4 | Ability to keep up-to-date information in the area of responsibilities and provide timely information for informed decision-making. |

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