**Royal University of Bhutan**

# Royal University of Bhutan
# Position Directory
# 2017

# Contents

**Officer Positions (Position Level 7)**

**Assistant  Officer Positions (Position Level 8)**

# RUB Position Directory 2017

**Background:**

1.  The RUB Position Directory 2017 shall encompass job descriptions and position specifications of all the approved positions for the RUB. The Position Directory shall guide the University in making recruitment and promotion decisions effectively in a fair and transparent manner.

2.  The Position Directory consists of three components as mentioned below:

**2.1. Position Profile Matrix:**

   2.1.1. The Matrix shall show position titles, grades, broad-banded and non-broad banded categories, career ladder with entry and ceiling position level.

   2.1.2. The Matrix shall also show position specifications with eligibility details consisting of qualification, experience and skills requirements.

**2.2. Representative Work Activities:**

   2.2.1. Representative Work Activities (RWAs) shall show explicit and distinct Representative Work Activities for each of the positions at various levels for both Academics as well as Administrative & Technical Staff.

   2.2.2. The RWAs are generic statements used to describe the broad categories of responsibilities attached to different position categories. These are intended to provide a basis to draw up specific work activities for individuals and differentiate the nature of work between the various positions. The RWAs shall also define scope, relationships and work complexities amongst different position levels.

**2.3. Knowledge, skills and abilities**

   2.3.1. Knowledge, skills and abilities shall show explicit and distinct requirement for performance of work described for the position. It shall indicate attributes that lead to successful accomplishment of staff in different position levels and areas, which is in addition to the requirements prescribed in Position Profile Matrix and general criteria for recruitment prescribed in relevant chapters.

   2.3.2. The knowledge, skills and abilities shall guide the University in selection of candidates for various position as well as promotion of staff to higher position levels.

# Position Profile Matrix for
# Academic Positions

| Position Level | Positions | Criteria for promotion | Criteria for lateral entry (Recruitment) |
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| | | 1. Minimum of 3 years of active services as Associate Professor or 15 years of teaching experience at the University level.<br><br>2. Must have a Doctoral Degree in the relevant field.<br><br>3. Recommendation letter (with at least 200 words) from the College HR Committee signed by the President.<br><br>4. A staff must have work recognised as distinguished in a discipline at the national/international level. Towards this the staff must produce documentary evidences in the following areas:<br><br>  4.1. At least 3 contributions to educational innovation and teaching learning process.<br><br>  4.2. At least led the design/major review of 5 programmes.<br><br>  4.3. Evidences related to high quality teaching in the areas of module evaluation, faculty evaluation, teaching for innovation, designing new innovative modules and revising existing modules through:<br><br>    • 'Outstanding' performance rating for the past three years (Consecutive); or<br><br>    • Minimum 'Very Good' performance rating for the past four years (Average). | 1. Experience:<br><br>  1.1. Minimum of 15 years of teaching experiences at the University level; or<br><br>  1.2. At least 9 years of industrial experiences relevant to the area of expertise with at least 6 years of university level teaching experience; or<br><br>  1.3. Already serving at Professor's position in a reputed university; or<br><br>  1.4. Having served as Associate Professor or equivalent position for at least three years in a reputed university.<br><br>2. Must have a Doctoral Degree in the relevant field.<br><br>3. An incumbent must have work recognised as distinguished in a discipline at the international level. Towards this they must produce documentary evidences of at least three contributions. |
| 1 | Professor | 1. Supervised at least 5 PhD or 10 Masters (by research) students as a main supervisor;<br><br>2. Secured grants worth Nu. 15 million for the College through research grants, projects, consultancies, and other academic or expert services;<br><br>3. Minimum of 20 publications as principal author for research papers/sole author for books in the relevant area of expertise, with:<br><br>  3.1. At least 10 publications in refereed journals as principal author;<br><br>  3.2. At least 5 publications with impact factor of two and above | 1. Supervised at least 5 PhD or 10 Masters (by research) students as a main supervisor;<br><br>2. Evidences related to generation of substantial funds (worth Nu 15 million) related to research grants, projects, consultancies, and other expert services;<br><br>3. Minimum of 20 publications as principal author for research papers/sole author for books in the relevant area of expertise, with:<br><br>  3.1. At least 10 publications in refereed journals as principal author;<br><br>  3.2. At least 5 publications with impact factor of two and above |

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| 3.3. At least 4 publications in refereed journals as principal author during the last 3 years.<br><br>4. At least 2 referee reports, of which at least one should be international | 3.3. At least 4 publications in refereed journals as principal author during the last 3 years.<br><br>4. At least 2 referee reports, of which at least one should be international |
| At least 10 documentary evidences in various areas mentioned below:<br><br>1. At least 3 accomplishments that led to an international or, as appropriate, national reputation in their field of expertise. (Invitation as key note speaker, reviewer of refereed journals, patronisation by the government as international/national level task force member)<br><br>2. Taken responsibility for policy and strategy in a specific area, developing and promoting a clear vision of the College's/unit's strategic direction;<br><br>3. Led and managed a team of senior colleagues, who have delegated responsibility for specific strands of work (consultancy, training, and expert services);<br><br>4. Contributed to the running of the University by taking up leadership responsibility and participating in decision-making and governance including chairing significant committees as appropriate, at College and/or University level;<br><br>5. Represented and promoted the University externally – nationally and internationally e.g. managing relations with external partners and stakeholders;<br><br>6. Made a leading contribution to debates at national and international levels in their area of expertise including research, new approaches to teaching-learning, assessment policy, methods and practices; and<br><br>7. Managed staff and other resources of a significant academic area/unit, including the allocation of workloads and the appraisal of academics. | At least 10 documentary evidences in various areas mentioned below:<br><br>1. At least 3 accomplishments that led to an international or, as appropriate, national reputation in their field of expertise. (Invitation as key note speaker, reviewer of refereed journals, patronization by the government as international/national level task force member)<br><br>2. Taken responsibility for policy and strategy in a specific area, developing and promoting a clear vision of the College's/unit's strategic direction;<br><br>3. Led and managed a team of senior colleagues, who have delegated responsibility for specific strands of work (consultancy, training, and expert services);<br><br>4. Contributed to the running of a university or organisation by taking up leadership responsibility and participating in decision-making and governance including chairing significant committees as appropriate, at college/faculty/university/organisation level;<br><br>5. Managed relations with different partners and stakeholders; and<br><br>6. Made a leading contribution to debates at national and international levels in their area of expertise including research, new approaches to teaching-learning, assessment policy, methods and practices.<br><br>7. Managed staff and other resources of a significant academic area/unit, including the allocation of workloads and the appraisal of academics. |

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| | | | 1. Minimum 3 years of active services as Assistant Professor or 12 years of teaching experiences at the university level.<br><br>2. Must have a Doctoral Degree in the relevant field.<br><br>3. Recommendation letter (with at least 200 words) from the College HR Committee signed by the President.<br><br>4. A staff must have work recognised as distinguished in a discipline at the international/national level. Toward this the staff must produce documentary evidences in the following areas:<br><br>  4.1. At least 2 contributions to educational innovation, design of new curricula and modules, and teaching learning process.<br><br>  4.2. At least led the design/major review of 3 programmes<br><br>5. Evidences related to high quality teaching in the areas of module evaluation, faculty evaluation, teaching for innovation, designing new innovative modules and revising existing modules through:<br><br>  5.1. 'Outstanding' performance rating for the past three years (Consecutive); or<br>  5.2. Minimum 'Very Good' performance rating for the past four years (Average). | 1. Experience:<br><br>  1.1. Minimum of 12 years of teaching experiences at the University level; or<br><br>  1.2. At least 9 years of industrial experiences relevant to the area of expertise and 3 years of university level teaching experience; or<br><br>  1.3. Already serving as Associate Professor or equivalent position in a reputed university;<br><br>  1.4. Minimum of 3 years of active services as Assistant Professor in a reputed university.<br><br>2. Must have a Doctoral Degree in the relevant field.<br><br>3. An incumbent must have work recognised as distinguished in a discipline at the international/national level. Toward this the incumbent must produce documentary evidences in two areas. |
| | 2 | Associate Professor | 1. Supervised at least 2 PhD or 5 Masters (by research) students as a main supervisor;<br><br>2. Secured grants worth Nu. 10 million for the College through research grants, projects, consultancies, and other academic or expert services;<br><br>3. Minimum of 15 publications as principal author for research papers/sole author for books in the relevant area of expertise, with:<br><br>  3.1. At least 8 publications in refereed journals as principal author; | 1. Supervised at least 2 PhD or 5 Masters (by research) students as a main supervisor;<br><br>2. Evidences related to generation of substantial funds (worth Nu 10 million) related to research grants, projects, consultancies, and other expert services;<br><br>3. Minimum of 20 publications as principal author for research papers/sole author for books in the relevant area of expertise, with:<br><br>  3.1. At least 8 publications in refereed journals as principal author; |

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| 3.2. At least 3 publications with impact factor of two and above<br><br>3.3. At least 4 publications in refereed journals as principal author during the last 3 years.<br><br>4. At least 1 referee report (international) | 3.2. At least 3 publications with impact factor of two and above<br><br>3.3. At least 4 publications in refereed journals as principal author during the last 3 years.<br><br>4. At least 1 referee report (international) |
| At least 7 documentary evidences in various areas mentioned below:<br><br>1. Accomplishments that led to an international or, as appropriate, national reputation in their field of expertise. (Invitation as key note speaker by, reviewer of refereed journals, patronization by the government and task force member)<br><br>2. Taken responsibility for policy and strategy in a specific area, developing and promoting a clear vision of the College's/unit's strategic direction;<br><br>3. Led and managed a team of senior colleagues, who have delegated responsibility for specific strands of work/sub-units;<br><br>4. Contributed to the running of the University by taking up leadership responsibility and participating in decision-making and governance including chairing significant committees as appropriate, at College and/or University level;<br><br>5. Represented and promoted the University externally – nationally and internationally e.g. managing relations with external partners and stakeholders;<br><br>6. Made a leading contribution to debates at national and international levels about new approaches to teaching, learning, assessment policy, methods and practices. It should also include high level publication or contribution to conferences and/or working with relevant experts in the area of specialisation; and<br><br>7. Managed staff and other resources of a significant academic area/unit, including the allocation of workloads and the appraisal of academics. | At least 7 documentary evidences in various areas mentioned below:<br><br>1. Accomplishments that led to an international or, as appropriate, national reputation in their field of expertise. (Invitation as key note speaker by, reviewer of refereed journals, patronization by the government and task force member)<br><br>2. Taken responsibility for policy and strategy in a specific area, developing and promoting a clear vision of the College's/unit's strategic direction;<br><br>3. Led and managed a team of senior colleagues, who have delegated responsibility for specific strands of work/sub-units;<br><br>4. Contributed to the running of the University/organisation by taking up leadership responsibility and participating in decision-making and governance including chairing significant committees as appropriate, at College/faculty/university/organisation level;<br><br>5. Managed relations with different partners and stakeholders; and<br><br>6. Made a leading contribution to debates at national and international levels about new approaches to teaching, learning, assessment policy, methods and practices. It should also include high level publication or contribution to conferences and/or working with relevant experts in the area of specialisation.<br><br>7. Managed staff and other resources of a significant academic area/unit, including the allocation of workloads and the appraisal of academics. |

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| 8 | | | 1. Minimum 3 years of active services as Lecturer or 10 years of teaching experiences at the university level.<br><br>2. Doctoral/Masters qualification in the relevant field.<br><br>3. Must have minimum of certificate in teaching pedagogy<br><br>4. Recommendation letter (with at least 200 words) from the College HR Committee signed by the President.<br><br>5. The staff must have work recognised as distinguished in a discipline at the national level. Toward this the staff must produce documentary evidences in the following areas:<br><br>5.1. At least 1 contribution to educational innovation, design of new curricula and modules, and teaching learning process.<br><br>5.2. Evidences related to high quality teaching in the areas of module evaluation, faculty evaluation, teaching for innovation, designing new innovative modules and revising existing modules through:<br><br>5.2.1. 'Outstanding' performance rating for the past three years (Consecutive); or<br><br>5.2.2. Minimum 'Very Good' performance rating for the past four years (Average). | 1. Experience:<br><br>1.1. 10 years of teaching experiences at the University level with PhD; or<br><br>1.2. At least 10 years of industrial experiences relevant to the area of expertise with PhD; or<br><br>1.3. Already serving as Assistant Professor in a reputed university.<br><br>2. Must have Doctoral Degree qualification in the relevant field.<br><br>3. An incumbent must have work recognised as distinguished in a discipline at the national level. Toward this they must produce documentary evidences. |
| | 3 | Assistant Professor | 1. Co-Supervised at least 1 PhD or supervised 5 Masters (by research) students as a main supervisor if any;<br><br>2. Secured grants worth Nu. 5 million for the College through research projects, consultancies and other academic and expert services;<br><br>3. Minimum of 10 publications as a principal/sole author in the form of books/articles/research papers etc. in the relevant area of expertise with:<br><br>3.1. At least 3 publications in refereed journals as principal author;<br><br>3.2. At least 1 publication in refereed journals as principal author during the last 3 years. | 1. Evidences related to engagement in research projects, consultancies and advices;<br><br>2. Minimum of 10 publications as a principal/sole author in the form of books/articles/research papers etc. in the relevant area of expertise with:<br><br>2.1. At least 3 publications in refereed journals as principal author;<br><br>2.2. At least 1 publication in refereed journals as principal author during the last 3 years.<br><br>2.3. At least 30 citations by a broad cross-section of peers internationally; |

At least 3 documentary evidences in various areas mentioned below:

1. Accomplishment that led to a national or, as appropriate, national reputation in their field of expertise. (Invitation as key note speaker by, reviewer of refereed journals, patronization by the government and task force member)

2. Taken responsibility for policy and strategy in a specific area, developing and promoting a clear vision of the College's/unit's strategic direction;

3. Led and managed a team of senior colleagues, who have delegated responsibility for specific strands of work/sub-units;

4. Contributed to the running of the University by taking up leadership responsibility and participating in decision-making and governance including chairing significant committees as appropriate, at College and/or University level;

5. Represented and promoted the University externally – nationally and internationally e.g. managing relations with external partners and stakeholders;

6. Made a leading contribution to debates at national and international levels about new approaches to teaching, learning, assessment policy, methods and practices. It should also include high level publication or contribution to conferences and/or working with relevant experts in the area of specialisation; and

7. Managed staff and other resources of a significant academic area/unit, including the allocation of workloads and the appraisal of academics.

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At least 3 documentary evidences in various areas mentioned below:

1. Accomplishment that led to a national or, as appropriate, national reputation in their field of expertise. (Invitation as key note speaker by, reviewer of refereed journals, patronization by the government and task force member)

2. Taken responsibility for policy and strategy in a specific area, developing and promoting a clear vision of the College's/unit's strategic direction;

3. Led and managed a team of senior colleagues, who have delegated responsibility for specific strands of work/sub-units;

4. Contributed to the running of the University/organisation by taking up leadership responsibility and participating in decision-making and governance including chairing significant committees as appropriate, at College/faculty/university/organisation level;

5. Managed relations with external partners and stakeholders; and

6. Made a leading contribution to debates at national and international levels about new approaches to teaching, learning, assessment policy, methods and practices. It should also include high level publication or contribution to conferences and/or working with relevant experts in the area of specialisation.

7. Managed staff and other resources of a significant academic area/unit, including the allocation of workloads and the appraisal of academics.

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| 4 | Lecturer | 1. Minimum of 8 years of teaching experiences at the University level for those with Masters qualification or entry for people with PhD or minimum 3 years of service as Associate Lecturer or minimum of 8 years of industrial experience in the relevant area with Masters Degree.<br><br>2. Academics will be upgraded to Lecturer as soon as they obtain Doctoral Degree.<br><br>3. Must have minimum of certificate in teaching pedagogy for those with masters qualification.<br><br>4. Academics must produce documentary evidences in the following areas (for those with Masters or Bachelors teaching diploma programmes and served as associate lecturer):<br><br>  4.1. 1 contribution to educational innovation, design of new curricula and modules, and teaching learning process.<br><br>  4.2. Evidences related to high quality teaching in the areas of module evaluation, faculty evaluation, teaching for innovation, designing new innovative modules and revising existing modules through:<br><br>    4.2.1. 'Outstanding' performance rating for the past three years (Consecutive); or<br><br>    4.2.2. Minimum 'Very Good' performance rating for the past four years (Average). | 1. Experiences:<br><br>  1.1. Entry for people with PhD; or<br><br>  1.2. Minimum 8 years of teaching experiences at the University level for those with Masters qualification; or<br><br>  1.3. Minimum 3 years of service as Associate Lecturer or equivalent position in a reputed university; or<br><br>  1.4. Minimum 8 years of industrial experience in the relevant area with Masters Degree. |
| | | 1. Minimum of 7 publications as a sole author in the form of books/articles/research papers etc. in the relevant area of expertise with at least 3 publications in refereed journals as sole author; or<br><br>2. Secured grants worth Nu. 1 million for the College through research projects, consultancies and other academic and expert services; or<br><br>3. Associate Lecturer who do not possess the research credentials under point 1-2 but have taught at least one additional module each semester or equivalent workload in teaching-learning may be considered for promotion in lieu of research output. | 1. Evidences related to engagement in research projects and publications in the relevant field will be an added advantage. |
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| | | | Academics must produce at least 2 documentary evidences in various areas mentioned below:<br><br>1. Participated in developing and promoting a clear vision of the College's/unit's strategic direction;<br><br>2. Participated as a team member to support senior colleagues, who have delegated responsibility for specific strands of work/sub-units;<br><br>3. Contributed 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;<br><br>4. Represented and promoted the University externally – nationally and internationally e.g. managing relations with external partners and stakeholders;<br><br>5. Coordinated the organisation of conferences, seminars, workshops and/or working with relevant experts in the area of specialisation; and<br><br>6. Contributed as resource persons, coordinators or organisers for various professional development activities within the College/University as well as for those outside the University. | 1. Evidences related to engagement in professional services will be an added advantage. |
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| 5 | Associate Lecturer | 1. Minimum of 3 years of teaching experiences as Assistant Lecturer (fresh entry for people with Masters).<br><br>2. Staff will be upgraded to Lecturer as soon as they obtain Masters Degree.<br><br>3. Must have minimum of certificate in teaching pedagogy for those with Bachelors Degree qualification teaching Diploma programms.<br><br>4. Academics must produce documentary evidences in the following areas (for those with Bachelors Degree and teaching diploma programmes):<br><br>    4.1. Evidences related to teaching and learning in the areas of module evaluation, teaching for innovation, designing new innovative modules and revising existing modules through:<br><br>        • 'Outstanding' performance rating for the past three years (Consecutive); or<br><br>        • Minimum 'Very Good' performance rating for the past four years (Average). | 1. Entry position for people with Masters Degree; or<br><br>2. Minimum 3 years of teaching/industrial experience without Masters Degree. | |
| | | 1. Minimum of 4 publications as a sole author in the form of books/articles/research papers etc. in the relevant area of expertise with at least 1 publications in refereed journals as sole author; or<br><br>2. Secured grants worth Nu. 0.5 million for the College through research projects, consultancies and other academic and expert services; or<br><br>3. Associate Lecturer who do not possess the research credentials under point 1-2 but have taught at least one additional module each semester or equivalent workload in teaching-learning may be considered for promotion in lieu of research output. | 1. Evidences related to engagement in research projects and publications in the relevant field will be an added advantage. | |
| | | Academics must produce at least 2 documentary evidences in any of the areas mentioned below:<br><br>4. Participated in developing and promoting a clear vision of the College's/unit's strategic direction; | | |

1. Evidences related to engagement in professional services will be an added advantage.

5. Participated as a team member to support senior colleagues, who have delegated responsibility for specific strands of work/sub-units;

6. Contributed 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;

7. Represented and promoted the University externally – nationally and internationally e.g. managing relations with external partners and stakeholders;

8. Coordinated the organisation of conferences, seminars, workshops and/or working with relevant experts in the area of specialisation; and

9. Contributed as resource persons, coordinators or organisers for various professional development activities within the College/University as well as for those outside the University.

| 6 | Assistant Lecturer | Selection through open competition for those with Bachelors Degree (This position will be deemed as an interim measure and may be phased out when the University is able to attract people with Masters Degree) |

| Band | | Position Profile Matrix Instructors | | | | |
|---|---|---|---|---|---|---|
| | Position Level | Position Title | Minimum Duration for Promotion | Minimum Qualification | Annual Performance Ratings | Remarks |
| Broad BrBandedB | 4 | Sr. Instructor | 4 years as Sr. Instructor in Position Level 5 | Cl.XII with Diploma in relevant fields | | |
| | 5 | | 4 years as Instructor in Position Level 6 | Cl.XII with Diploma in relevant fields | Minimum of "Very good" in all Annual Performance Ratings since the last date of promotion. | |
| | 6 | Instructor | 4 years as Instructor in Position Level 7 | Cl.XII with Diploma in relevant fields | | |
| | 7 | | 4 years as Associate Instructor in Position Level 8 | Cl.XII with Diploma in relevant fields | | |
| | 8 | Associate Instructor | 4 years as Associate Instructor in Position Level 9 | Cl.XII with Diploma in relevant fields | | |
| | 9 | | | Cl.XII with Diploma in relevant fields | | ENTRY |

# Position Profile Matrix for Administrative & Technical Positions

| Band | Position Level | Position Title | Minimum Duration for Promotion | Minimum Qualification | Annual Performance Ratings | Remarks |
|---|---|---|---|---|---|---|
| **POSITION PROFILE MATRIX FOR ADMINISTRATIVE AND TECHNICAL STAFF PROFESSIONAL CATEGORY** | | | | | | |
| **Legal Officer** | | | | | | |
| Broadband | 5 | Dy. Chief, Legal Division | 4 years as Sr. Legal Officer | LLB | Minimum of "Very good" in all Annual Performance Ratings since the last date of promotion. | |
| | 6 | Sr. Legal Officer | 4 years as Legal Officer | LLB | | |
| | 7 | Legal Officer | | LLB | | ENTRY |
| **Internal Auditor** | | | | | | |
| Broadband | 5 | Dy. Chief, Internal Audit Division | 4 years as Sr. Internal Auditor | BBA/BBM/B.Com | Minimum of "Very good" in all Annual Performance Ratings since the last date of promotion | |
| | 6 | Sr. Internal Auditor | 4 years as Internal Auditor | BBA/BBM/B.Com | | |
| | 7 | Internal Auditor | 4 years as Asst. Internal Auditor | BBA/BBM/B.Com | | |
| | 8 | Asst. Internal Auditor | | BBA/BBM/B.Com | | ENTRY |
| **Chief Student Service Officer** | | | | | | |
| N/A | 4 | Chief, Student Service Division | 10 years of experience in relevant field a professional positions or equivalent | Bachelors | | |

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## Student Service Officer

| Broadband | | Position | Experience | Education | Performance Rating | |
|---|---|---|---|---|---|---|
| Broadband | 5 | Dy. Chief, Student Service Division | 4 years as Sr. Student Service Officer | Bachelors | Minimum of "Very good" in all Annual Performance Ratings since the last date of promotion. | |
| | 6 | Sr. Student Service Officer | 4 years as Student Service Officer | Bachelors | | |
| | 7 | Student Service Officer | 4 years as Asst. Student Service Officer | Bachelors | | |
| | 8 | Asst. Student Service Officer | | Bachelors | | ENTRY |

## Residence Coordinator

| Broadband | | Position | Experience | Education | Performance Rating | |
|---|---|---|---|---|---|---|
| Broadband | 5 | Dy. Chief, Student Service Section | 4 years as Sr. Residence Coordinator | Bachelors | Minimum of "Very good" in all Annual Performance Ratings since the last date of promotion. | |
| | 6 | Sr. Residence Coordinator | 4 years as Residence Coordinator | Bachelors | | |
| | 7 | Residence Coordinator | 4 years as Asst. Residence Coordinator | Bachelors | | |
| | 8 | Asst. Residence Coordinator | | Bachelors | | ENTRY |

## Examination and Student Record Officer

| Broadband | | Position | Experience | Education | Performance Rating | |
|---|---|---|---|---|---|---|
| Broadband | 5 | Dy. Chief, Examination and Student Record Section | 4 years as Sr. Examination & Student Record Officer | Bachelors | Minimum of "Very good" in all Annual Performance Ratings since the last date of promotion. | |
| | 6 | Sr. Examination and Student Record Officer | 4 years as Examination & Student Record Officer | Bachelors | | |
| | 7 | Examination and Student Record Officer | 4 years as Asst. Examination & Student Record Officer | Bachelors | | |
| | 8 | Asst. Examination and Student Record Officer | | Bachelors | | ENTRY |

**Chief Human Resource Officer**

| | Level | Position | Experience | Education | Performance Rating | |
|---|---|---|---|---|---|---|
| N/A | 4 | Chief, HR Division | 10 years of experience in relevant field at professional positions or equivalent | Bachelors | | |

**HR Officer**

| | Level | Position | Experience | Education | Performance Rating | |
|---|---|---|---|---|---|---|
| Broadband | 5 | Dy. Chief, HR Division | 4 years as Sr. HR Officer | Bachelors | Minimum of "Very good" in all Annual Performance Ratings since the last date of promotion. | |
| | 6 | Sr. HR Officer | 4 years as HR Officer | Bachelors | | |
| | 7 | HR Officer | 4 years as Asst. HR Officer | Bachelors | | |
| | 8 | Asst. HR Officer | | Bachelors | | ENTRY |

**Chief Administrative Officer**

| | Level | Position | Experience | Education | Performance Rating | |
|---|---|---|---|---|---|---|
| N/A | 4 | Chief, Administrative Division | 10 years of experience in relevant field at professional positions or equivalent | Bachelors | . | |

**Administrative Officer**

| | Level | Position | Experience | Education | Performance Rating | |
|---|---|---|---|---|---|---|
| Broadband | 5 | Dy. Chief, Administrative Division | 4 years as Sr. Admin. Officer | Bachelors | Minimum of "Very good" in all Annual Performance Ratings since the last date of promotion | |
| | 6 | Sr. Admin. Officer | 4 years as Admin. Officer | Bachelors | | |
| | 7 | Admin. Officer | 4 years as Asst. Admin. Officer | Bachelors | | |
| | 8 | Asst. Admin. Officer | | Bachelors | | ENTRY |

**Chief Media and Communications Officer**

| | Level | Position | Experience | Education | |
|---|---|---|---|---|---|
| N/A | 4 | Chief, Media and Communications Division | 10 years of experience in relevant field at professional positions or equivalent | Bachelors | |

## Media and Communications Officer

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|---|---|---|---|---|
| **Broadband** | 5 | Dy. Chief, Media and Communications Division | 4 years as Sr. Media and Communications Officer | Bachelors | |
| | 6 | Sr. Media and Communications Officer | 4 years as Media and Communications Officer | Bachelors | Minimum of "Very good" in all Annual Performance Ratings since the last date of promotion |
| | 7 | Media and Communications Officer | 4 years as Asst. Media and Communications Officer | Bachelors | |
| | 8 | Asst. Media and Communications Officer | | Bachelors | **ENTRY** |

## Liaison Officer

| | | | | |
|---|---|---|---|---|
| **Broadband** | 5 | Dy. Chief, Linkages and Alumni Centre | 4 years as Sr. Liaison Officer | Bachelors | |
| | 6 | Sr. Liaison Officer | 4 years as Liaison Officer | Bachelors | Minimum of "Very good" in all Annual Performance Ratings since the last date of promotion. |
| | 7 | Liaison Officer | 4 years as Asst. Liaison Officer | Bachelors | |
| | 8 | Asst. Liaison Officer | | Bachelors | **ENTRY** |

## Procurement Officer

| Band | Level | Position | Qualification | Experience | Performance | Entry |
|---|---|---|---|---|---|---|
| Broadband | 5 | Dy. Chief, Procurement Division | Bachelors | 4 years as Sr. Procurement Officer | Minimum of "Very good" in all Annual Performance Ratings since the last date of promotion | |
| | 6 | Sr. Procurement Officer | Bachelors | 4 years as Procurement Officer | | |
| | 7 | Procurement Officer | Bachelors | 4 years as Asst. Procurement Officer | | |
| | 8 | Asst. Procurement Officer | Bachelors | | | ENTRY |

## Chief Teaching and Learning Officer

| Band | Level | Position | Qualification | Experience |
|---|---|---|---|---|
| N/A | 4 | Chief, Teaching & Learning Division | Bachelors with Teacher Training certificate | 10 years of experience in relevant field at professional positions or equivalent |

## Teaching and Learning Officer

| Band | Level | Position | Qualification | Experience | Performance | Entry |
|---|---|---|---|---|---|---|
| Broadband | 5 | Dy. Chief, Teaching and Learning Division | Bachelors with Teacher Training certificate | 4 years as Sr. Teaching & Learning Officer | Minimum of "Very good" in all Annual Performance Ratings since the last date of promotion | |
| | 6 | Senior Teaching and Learning Officer | Bachelors with Teacher Training certificate | 4 years as Teaching & Learning Officer | | |
| | 7 | Teaching and Learning Officer | Bachelors with Teacher Training certificate | 4 years as Assistant Teaching and Learning Officer | | |
| | 8 | Assistant Teaching and Learning Officer | Bachelors with Teacher Training certificate | | | ENTRY |

## Librarian

| Band | No. | Position | Experience | Qualification | Performance | Entry |
|---|---|---|---|---|---|---|
| Broadband | 5 | Dy. Chief, Library Section | 4 years as Sr. Librarian | Bachelors/B.Sc Library Science | Minimum of "Very good" in all Annual Performance Ratings since the last date of promotion | |
| | 6 | Sr. Librarian | 4 years as Librarian | Bachelors/B.Sc Library Science | | |
| | 7 | Librarian | 4 years as Asst. Librarian | Bachelors/B.Sc Library Science (4 years) | | ENTRY |
| | 8 | Asst. Librarian | | Bachelors/B.Sc Library Science | | ENTRY |

## Chief Academic Quality Officer

| Band | No. | Position | Experience | Qualification | Performance | Entry |
|---|---|---|---|---|---|---|
| N/A | 4 | Chief, Programme Quality Assurance Division | 10 years of experience in relevant field at professional positions or equivalent | Bachelors with Teacher Training certificate | | |

## Academic Quality Officer

| Band | No. | Position | Experience | Qualification | Performance | Entry |
|---|---|---|---|---|---|---|
| Broadband | 5 | Dy. Chief, Programme Quality Assurance Division | 4 years as Sr. Quality Assurance Officer | Bachelors with Teacher Training certificate | Minimum of "Very good" in all Annual Performance Ratings since the last date of promotion | |
| | 6 | Senior Academic Quality Officer | 4 years as Quality Assurance Officer | Bachelors with Teacher Training certificate | | |
| | 7 | Academic Quality Officer | 4 years as Assistant Quality Assurance Officer | Bachelors with Teacher Training certificate | | |
| | 8 | Assistant Academic Quality Officer | | Bachelors with Teacher Training certificate | | ENTRY |

**Chief Research Officer (Applicable to both Research & Development, and Higher Degree Research Division)**

| | | Position | Experience | Qualification | Performance | |
|---|---|---|---|---|---|---|
| N/A | 4 | Chief, Research & Development Division | 10 years of experience in relevant field at professional positions or equivalent | Bachelors | | |

**Research Officer (Applicable to both Research & Development, and Higher Degree Research Division)**

| | | Position | Experience | Qualification | Performance | |
|---|---|---|---|---|---|---|
| Broadband | 5 | Dy. Chief, Research & Development Division | 4 years as Sr. Research Officer | Bachelors | Minimum of "Very good" in all Annual Performance Ratings since the last date of promotion | |
| | 6 | Sr. Research Officer | 4 years as Research Officer | Bachelors | | |
| | 7 | Research Officer | 4 years as Asst. Research Officer | Bachelors | | |
| | 8 | Asst. Research Officer | | Bachelors | | ENTRY |

**Chief External Relations Officer**

| | | Position | Experience | Qualification | Performance | |
|---|---|---|---|---|---|---|
| N/A | 4 | Chief, External Relations Division | 10 years of experience in relevant field at professional positions or equivalent | Bachelors | | |

**External Relations Officer**

| | | Position | Experience | Qualification | Performance | |
|---|---|---|---|---|---|---|
| Broadband | 5 | Dy. Chief, External Relations Division | 4 years as Sr. External Relations Officer | Bachelors | Minimum of "Very good" in all Annual Performance Ratings since the last date of promotion | |
| | 6 | Sr. External Relations Officer | 4 years as External Relations Officer | Bachelors | | |
| | 7 | External Relations Officer | 4 years as Asst. External Relations Officer | Bachelors | | |
| | 8 | Asst. External Relations Officer | | Bachelors | | ENTRY |

## Chief Engineer

| | No. | Position | Experience | Qualification | Performance Rating |
|---|---|---|---|---|---|
| N/A | 4 | Chief, Engineering Division | 10 years of experience in relevant field at professional positions or equivalent | Bachelors in Engineering | |

## Engineer

| | No. | Position | Experience | Qualification | Performance Rating |
|---|---|---|---|---|---|
| Broadband | 5 | Dy. Chief, Engineering Division | 4 years as Sr. Engineer | Bachelors in Engineering | Minimum of "Very good" in all Annual Performance Ratings since the last date of promotion |
| | 6 | Sr. Engineer | 4 years as Engineer | Bachelors in Engineering | |
| | 7 | Engineer | | Bachelors in Engineering | ENTRY |

## Chief Planning Officer

| | No. | Position | Experience | Qualification | Performance Rating |
|---|---|---|---|---|---|
| N/A | 4 | Chief, Planning Division | 10 years of experience in relevant field at professional positions or equivalent | Bachelors | |

## Planning Officer

| | No. | Position | Experience | Qualification | Performance Rating |
|---|---|---|---|---|---|
| Broadband | 5 | Dy. Chief, Planning Division | 4 years as Sr. Planning Officer | Bachelors | Minimum of "Very good" in all Annual Performance Ratings since the last date of promotion |
| | 6 | Sr. Planning Officer | 4 years as Planning Officer | Bachelors | |
| | 7 | Planning Officer | 4 Years as Assistant Planning Officer | Bachelors | |
| | 8 | Assistant Planning Officer | | Bachelors | ENTRY |

## Business and Development Officer

| | No. | Position | Experience | Education | Performance | Entry |
|---|---|---|---|---|---|---|
| Broadband | 5 | Dy. Chief, Planning Division | 4 years as Sr. Business and Development Officer | Bachelors | Minimum of "Very good" in all Annual Performance Ratings since the last date of promotion | |
| | 6 | Sr. Business and Development Officer | 4 years as Business and Development Officer | Bachelors | | |
| | 7 | Business and Development Officer | 4 Years as Assistant Business and Development Officer | Bachelors | | |
| | 8 | Assistant Business and Development Officer | | Bachelors | | ENTRY |

## Farm Manager

| | No. | Position | Experience | Education | Performance | Entry |
|---|---|---|---|---|---|---|
| Broadband | 5 | Dy. Chief, Farm | 4 years as Sr. Farm Manager | B.Sc Agriculture | Minimum of "Very good" in all Annual Performance Ratings since the last date of promotion | |
| | 6 | Sr. Farm Manager | 4 years as Farm Manager | B.Sc Agriculture | | |
| | 7 | Farm Manager | 4 Years as Assistant | B.Sc Agriculture | | ENTRY |

## Chief Finance Officer

| | No. | Position | Experience | Education | Entry |
|---|---|---|---|---|---|
| N/A | 4 | Chief, Finance Division | 10 years of experience in relevant field at professional positions or equivalent | Bachelors | |

## Finance Officer

| | No. | Position | Experience | Education | Performance | Entry |
|---|---|---|---|---|---|---|
| Broadband | 5 | Dy. Chief, Finance Division | 4 years as Sr. Finance Officer | BBA/B.Com (Finance) | Minimum of "Very good" in all Annual Performance Ratings since the last date of promotion | |
| | 6 | Sr. Finance Officer | 4 years as Finance Officer | BBA/B.Com (Finance) | | |
| | 7 | Finance Officer | 4 years as Asst. Finance Officer | BBA/B.Com (Finance) | | |
| | 8 | Asst. Finance Officer | | BBA/B.Com (Finance) | | ENTRY |

| | | Chief ICT Officer | | |
|---|---|---|---|---|
| N/A | 4 | Chief, ICT Division | BIT/BCA/B.Sc IT/B Engg. IT | |
| | | ICT Officer | | |
| Broadband | 5 | Dy. Chief, ICT Division | BIT/BCA/B.Sc IT/B Engg. IT | 4 years as Sr. ICT Officer |
| | 6 | Sr. ICT Officer | BIT/BCA/B.Sc IT/B Engg. IT | 4 years as ICT Officer |
| | 7 | ICT Officer | BIT/BCA/B.Sc IT/B Engg. IT | 4 years as Asst. ICT Officer |
| | 8 | Asst. ICT Officer | BIT/BCA/B.Sc IT/B Engg. IT | |

10 years of experience in relevant field at professional positions or equivalent

Minimum of "Very good" in all Annual Performance Ratings since the last date of promotion

ENTRY

ENTRY

## POSITION PROFILE MATRIX FOR ADMINISTRATIVE AND TECHNICAL STAFF SUPERVISORY AND SUPPORT CATEGORY

| Band | Position Level | Position Title | Minimum Duration for Promotion | Minimum Qualification | Annual Performance Ratings | Remarks |
|---|---|---|---|---|---|---|
| | | | **Administrative Assistant** | | | |
| | 9 | | 4 years as Admin. Asst. in Position Level 10 | Cl. XII with 3 months IT programme/Cl. X with 2 yrs Office Magt. programme | | |
| | 10 | | 4 years as Admin. Asst. in Position Level 11 | Cl. XII with 3 months IT programme/Cl. X with 2 yrs Office Magt. programme | Minimum of "Very good" in all Annual Performance Ratings since the last date of promotion | |
| | 11 | Administrative Assistant | 4 years as Admin. Asst. in Position Level 12 | Cl. XII with 3 months IT programme/Cl. X with 2 yrs Office Mgt. programme | | |
| | 12 | | 4 years as Admin. Asst. in Position Level 13 | Cl. XII with 3 months IT programme/Cl. X with 2 yrs Office Magt. programme | | |
| | 13 | | | Cl. XII with 3 months IT programme/Cl. X with 2 yrs Office Magt. Programme/class XII with computer science | | ENTRY |
| | | | **Store Keeper** | | | |
| | 9 | | 4 Years as Store Keeper in Position Level 10 | Cl. XII with Certificate | | |
| | 10 | | 4 Years as Store Keeper in Position Level 11 | Cl. XII with Certificate | Minimum of "Very good" in all Annual Performance Ratings since the last date of promotion | |
| | 11 | Store Keeper | 4 years as Store Keeper in Position Level 12 | Cl. XII with Certificate | | |
| | 12 | | 4 years as Store Keeper in Position Level 13 | Cl. XII with Certificate | | |
| | 13 | | | Cl. XII | | ENTRY |
| | | | **Library Assistant** | | | |
| Library Assistant | 9 | | 4 years as Jr. Librarian III | Cl. XII | | |
| | 10 | | 4 years as Library Asst. I | Cl. XII | Minimum of "Very good" in all Annual Performance Ratings since the last date of promotion | |
| | 11 | Library Assistant | 4 years as Library Asst. II | Cl. XII | | |
| | 12 | | 4 years as Library Asst. III | Cl. XII | | |
| | 13 | | | Cl. XII | | ENTRY |

## Laboratory Assistant

| | | | | | |
|---|---|---|---|---|---|
| 9 | | 4 Years as Laboratory Asst. in Position Level 10 | Cl. XII | Minimum of "Very good" in all Annual Performance Ratings since the last date of promotion | |
| 10 | | 4 Years as Laboratory Asst. in Position Level 11 | Cl. XII | | |
| 11 | Laboratory Assistant | 4 Years as Laboratory Asst. in Position Level 12 | Cl. XII | | |
| 12 | | 4 Years as Laboratory Asst. in Position Level 13 | Cl. XII | | |
| 13 | | | Cl. XII | | ENTRY |

(Broadbanded)

## Mess In-charge

| | | | | | |
|---|---|---|---|---|---|
| 9 | | 4 Years as Mess In-charge in Position Level 10 | Cl. XII | Minimum of "Very good" in all Annual Performance Ratings since the last date of promotion | |
| 10 | | 4 Years as Mess In-charge in Position Level 11 | Cl. XII | | |
| 11 | Mess In-charge | 4 Years as Mess In-charge in Position Level 12 | Cl. XII | | |
| 12 | | 4 Years as Mess In-charge in Position Level 13 | Cl. XII | | |
| 13 | | | Cl. XII | | ENTRY |

(Broadbanded)

## Personal Assistant

| | | | | | |
|---|---|---|---|---|---|
| 9 | | 4 years as Personal Asst. in Position Level 10 | Cl. XII with 3 months IT programme/Cl. X with 2 yrs Office Magt. programme | Minimum of "Very good" in all Annual Performance Ratings since the last date of promotion | |
| 10 | | 4 years as Personal Asst. in Position Level 11 | Cl. XII with 3 months IT programme/Cl. X with 2 yrs Office Magt. programme | | |
| 11 | Personal Assistant | 4 years as Personal Asst. in Position Level 12 | Cl. XII with 3 months IT programme/Cl. X with 2 yrs Office Magt. programme | | |
| 12 | | 4 years as Personal Asst. in Position Level 13 | Cl. XII with 3 months IT programme/Cl. X with 2 yrs Office Magt. programme | | |
| 13 | | | Cl. XII with 3 months IT programme/Cl. X with 2 yrs Office Magt. programme | | ENTRY |

(Broadbanded)

## Laboratory Technician

| Level | | Experience | Qualification | Performance | Entry |
|---|---|---|---|---|---|
| 6 | Sr. Technician | 4 years as Sr. Technician in Position Level 7 | Cl. XII with Diploma (2 year or equivalent)/In-service with Diploma | Minimum of "Very good" in all Annual Performance Ratings since the last date of promotion. | |
| 7 | | 4 years as Sr. Technician in Position Level 8 | Cl. XII with Diploma (2 year or equivalent)/In-service with Diploma | | |
| 8 | | 4 years as Sr. Technician in Position Level 9 | Cl. XII with Diploma (2 year or equivalent)/In-service with Diploma | | |
| 9 | Technician | 4 years as Technician in Position Level 10 | Cl. XII with Diploma (2 year or equivalent)/In-service with Diploma | | Ceiling for those without diploma level qualification |
| 10 | | 4 years as Technician in Position Level 11 | Cl. XII with Diploma (2 year or equivalent)/In-service with Diploma | | ENTRY with Diploma |
| 11 | | 4 years as Technician in Position Level 12 | Cl. X with 2 yrs Certificate (VTI) | | |
| 12 | | | Cl. X with 2 yrs Certificate (VTI) / In-service with Certificate | | ENTRY |

## Electrician

| Level | | Experience | Qualification | Performance | Entry |
|---|---|---|---|---|---|
| 6 | Sr. Electrician | 4 years as Sr. Electrician in Position Level 7 | Cl. XII with Diploma (2 year or equivalent)/In-service with Diploma | Minimum of "Very good" in all Annual Performance Ratings since the last date of promotion. | |
| 7 | | 4 years as Sr. Electrician in Position Level 8 | Cl. XII with Diploma (2 year or equivalent)/In-service with Diploma | | |
| 8 | | 4 years as Sr. Electrician in Position Level 9 | Cl. XII with Diploma (2 year or equivalent)/In-service with Diploma | | |
| 9 | Electrician | 4 years as Electrician in Position Level 10 | Cl. XII with Diploma (2 year or equivalent)/In-service with Diploma | | Ceiling for those without diploma level qualification |
| 10 | | 4 years as Electrician in Position Level 11 | Cl. XII with Diploma (2 year or equivalent)/In-service with Diploma | | ENTRY with Diploma |
| 11 | | 4 years as Electrician in Position Level 12 | Cl. X with 2 yrs Certificate (VTI) | | |
| 12 | | | Cl. X with 2 yrs Certificate (VTI) / In-service with Certificate | | ENTRY |

Broad banded

**Plumber**

| | Grade | Eligibility | Qualification | Performance | Remarks |
|---|---|---|---|---|---|
| 6 | Sr. Plumber | 4 years as Sr. Plumber in Position Level 7 | Cl. XII with Diploma (2 year or equivalent)/In-service with Diploma | Minimum of "Very good" in all Annual Performance Ratings since the last date of promotion. | |
| 7 | | 4 years as Sr. Plumber in Position Level 8 | Cl. XII with Diploma (2 year or equivalent)/In-service with Diploma | | |
| 8 | | 4 years as Sr. Plumber in Position Level 9 | Cl. XII with Diploma (2 year or equivalent)/In-service with Diploma | | |
| 9 | | 4 years as Plumber in Position Level 10 | Cl. XII with Diploma (2 year or equivalent)/In-service with Diploma | | Ceiling for those without diploma level qualification |
| 10 | | 4 years as Electrician in Position Level 11 | Cl. XII with Diploma (2 year or equivalent)/In-service with Diploma | | **ENTRY with Diploma** |
| 11 | Plumber | 4 years as Plumber in Position Level 12 | Cl. X with 2 yrs Certificate (VTI) | | |
| 12 | | | Cl. X with 2 yrs Certificate (VTI) / In-service with Certificate | | **ENTRY** |

*Broad banded*

**Carpenter**

| | Grade | Eligibility | Qualification | Performance | Remarks |
|---|---|---|---|---|---|
| 6 | Sr. Carpenter | 4 years as Sr. Carpenter in Position Level 7 | Cl. XII with Diploma (2 year or equivalent)/In-service with Diploma | Minimum of "Very good" in all Annual Performance Ratings since the last date of promotion. | |
| 7 | | 4 years as Sr. Carpenter in Position Level 8 | Cl. XII with Diploma (2 year or equivalent)/In-service with Diploma | | |
| 8 | | 4 years as Sr. Carpenter in Position Level 9 | Cl. XII with Diploma (2 year or equivalent)/In-service with Diploma | | |
| 9 | | 4 years as Carpenter in Position Level 10 | Cl. XII with Diploma (2 year or equivalent)/In-service with Diploma | | Ceiling for those without diploma level qualification |
| 10 | | 4 years as Carpenter in Position Level 11 | Cl. XII with Diploma (2 year or equivalent)/In-service with Diploma | | **ENTRY with Diploma** |
| 11 | Carpenter | 4 years as Carpenter in Position Level 12 | Cl. X with 2 yrs Certificate (VTI) | | |
| 12 | | | Cl. X with 2 yrs Certificate (VTI) / In-service with Certificate | | **ENTRY** |

*Broad banded*

## Accounts Assistant

| | Level | Post | Eligibility | Qualification | Performance |
|---|---|---|---|---|---|
| Broad banded | 6 | Sr. Accounts Asst. | 4 years as Sr. Accounts Asst. in Position Level 7 | Cl. XII with Diploma (2 year or equivalent) (DFM)/In-service with Diploma | Minimum of "Very good" in all Annual Performance Ratings since the last date of promotion. |
| | 7 | | 4 years as Accounts Asst. in Position Level 8 | Cl. XII with Diploma (2 year or equivalent) (DFM)/In-service with Diploma | |
| | 8 | Accounts Asst | 4 years as Accounts Asst. in Position Level 9 | Cl. XII with Diploma (2 year or equivalent) (DFM)/In-service with Diploma | |
| | 9 | | 4 years as Accounts Asst. in Position Level 10 | Cl. XII with Diploma (2 year or equivalent) (DFM)/In-service with Diploma | |
| | 10 | ENTRY | | Cl. XII with Diploma (2 year or equivalent) (DFM)/In-service with Diploma | |

## ICT Technical Associate

| | Level | Post | Eligibility | Qualification | Performance |
|---|---|---|---|---|---|
| Broad banded | 6 | Sr. ICT Technical Associate | 4 years as Sr. ICT Technical Associate in Position Level 7 | Cl. XII with Diploma (2 year or equivalent) (DIMS)/In-service with Diploma | Minimum of "Very good" in all Annual Performance Ratings since the last date of promotion. |
| | 7 | | 4 years as ICT Technical Associate in Position Level 8 | Cl. XII with Diploma (2 year or equivalent) (DIMS)/In-service with Diploma | |
| | 8 | ICT Technical Associate | 4 years as ICT Technical Associate in Position Level 9 | Cl. XII with Diploma (2 year or equivalent) (DIMS)/In-service with Diploma | |
| | 9 | | 4 years as ICT Technical Associate in Position Level 10 | Cl. XII with Diploma (2 year or equivalent) (DIMS)/In-service with Diploma | |
| | 10 | ENTRY | | Cl. XII with Diploma (2 year or equivalent) (DIMS)/In-service with Diploma | |

## Estate Manager

| | Level | Post | Eligibility | Qualification | Performance |
|---|---|---|---|---|---|
| Broad banded | 6 | Sr. Estate Manager | 4 years as Estate Manager in Position Level 7 | Cl. XII with 3 yrs Diploma (2 year or equivalent) (Engineering)/In-service with Diploma | Minimum of "Very good" in all Annual Performance Ratings since the last date of promotion. |
| | 7 | | 4 years as Estate Manager in Position Level 8 | Cl. XII with 3 yrs Diploma (2 year or equivalent) (Engineering)/In-service with Diploma | |
| | 8 | Estate Manager | 4 years as Estate Manager in Position Level 9 | Cl. XII with 3 yrs Diploma (2 year or equivalent) (Engineering)/In-service with Diploma | |
| | 9 | | 4 years as Estate Manager in Position Level 10 | Cl. XII with 3 yrs Diploma (2 year or equivalent) (Engineering)/In-service with Diploma | |
| | 10 | ENTRY | | Cl. XII with 3 yrs Diploma (2 year or equivalent) (Engineering) | |

**Technical Associate (Mask Dances, Music, Dances, Sports, coaching, Arts & Crafts) – Interim for existing staff only**

| Broadbanding | Level | Grade | Experience | Qualification | Performance | Notes |
|---|---|---|---|---|---|---|
| Broad banded | 6 | | 4 years as Sr. Technical Associate 7 | Cl. XII Diploma (2 year or equivalent)/In-service with Diploma | Minimum of "Very good" in all Annual Performance Ratings since the last date of promotion. | |
| | 7 | Sr. Technical Associate | 4 years as Sr. Technical Associate 8 | Cl. XII Diploma (2 year or equivalent)/In-service with Diploma | | |
| | 8 | | 4 years as Sr. Technical Associate 9 | Cl. XII Diploma (2 year or equivalent)/In-service with Diploma | | |
| | 9 | | 4 years as Technical Associate 10 | Cl. XII Diploma (2 year or equivalent)/In-service with Diploma | | Ceiling for those without diploma level qualification |
| Broad banded | 10 | | 4 years as Technical Associate 11 | Cl. XII Diploma (2 year or equivalent)/In-service with Diploma | | **ENTRY** |
| | 11 | Technical Associate | 4 years as Technical Associate 12 | Cl. XII (or Cl VIII with good amount of experiences and professional development in the area of expertise) | | |
| | 12 | | 4 years as Technical Associate in Position Level 13 | Cl. XII (or Cl VIII with good amount of experiences and professional development in the area of expertise) | | |
| | 13 | | | Cl. XII (or Cl VIII with good amount of experiences and professional development in the area of expertise) | | **ENTRY** |

# POSITION PROFILE MATRIX FOR ADMINISTRATIVE STAFF

## OPERATIONAL CATEGORY

### Driver

| Band | Position Level | Position Title | Minimum Duration for Promotion | Minimum Qualification | Annual Performance Ratings | Remarks |
|---|---|---|---|---|---|---|
| Broad banded | 14 | Sr. Driver | 4 years as Diver I | CL. VIII / In-service Driver I | Minimum of "Very good" in all Annual Performance Ratings since the last date of promotion. | |
| | 15 | | 4 years as Diver II | CL. VIII / In-service Driver II | | |
| | 16 | Driver | 4 years as Diver III | CL. VIII / In-service Driver III | | |
| | 17 | | | Cl. VIII with Certificate in driving with divers license appropriate to the vehicle being operated | | ENTRY |

### Receptionist/Telephone Operator

| Band | Position Level | Position Title | Minimum Duration for Promotion | Minimum Qualification | Annual Performance Ratings | Remarks |
|---|---|---|---|---|---|---|
| Broad banded | 14 | Sr. Receptionist/Sr. Telephone Operator | 4 years as Sr. Receptionist/Sr. Telephone Operator in Position Level 15 | Class X | Minimum of "Very good" in all Annual Performance Ratings since the last date of promotion. | |
| | 15 | | 4 years as Receptionist/Telephone Operator in Position Level 15 | Class X | | |
| | 16 | Receptionist/Telephone Operator | 4 years as Receptionist/Telephone Operator in Position Level 17 | Class X | | |
| | 17 | | | Class X | | ENTRY |

# Representative Work Activities For

# Academic Positions

For Academic positions, the Representative Work Activities shall be categorised under three broad areas namely Teaching, Research and Services. The details shall be as below:

## 1. Professor (Position Level 1)

*Teaching*

1.1. Lead the development, delivery and review of teaching provision in the subject area for students at all levels;

1.2. Develop and review approaches to teaching, learning and assessment which advances techniques and standards locally, and contribute to policy and current debate in the field;

1.3. Oversee the development and offering of high quality teaching in the areas of programme evaluation, teaching for innovation, designing new innovative programmes and revising existing programmes;

1.4. Teach independent modules and assess within own subject area at a range of levels from undergraduate to postgraduate levels;

*Research & Innovation*

1.5. Supervise post graduate research and research projects as principal supervisor;

1.6. Lead and write research grants.

1.7. Make a leading contribution to the development and implementation of research strategy at college level or equivalent;

1.8. Plan and lead the development, implementation and publication/dissemination of research of outstanding quality and international repute for a designated area;

1.9. Where appropriate to the field, lead major funding bids which develop and sustain research support in the area of specialisation and advance the reputation of the University;

1.10. Make a leading personal contribution to research in the field nationally and internationally by means of publication etc;

1.11. Sustain other research-related contributions through conference papers and presentations and/or consultancy projects and advice;

1.12. Take up leadership in national, regional and international level researches and enhance high scholarships which can be assessed in securing grants, working as chief editor/reviewer in international peer reviewed journals and serving in offices outside University;

*Services*

1.13. Manage staff and other resources of a significant academic area, including the allocation of workloads, appraisal of academics and mentoring of young academics;

1.14. Take responsibility for policy and strategy in a specific area, developing and promoting a clear vision of the College's strategic direction;

1.15. Lead and manage a team of senior colleagues, who have delegated responsibility for specific strands of work;

1.16. Contribute to the operation of the University by taking up leadership responsibility and participating in decision-making and governance including chairing significant committees as appropriate, at College and/or University level;

1.17. Represent and promote the University externally – nationally and internationally e.g. managing relations with external partners and stakeholders;

1.18. Acquire national and international reputation in their field of expertise. (Invitation as key note speaker by, reviewer of refereed journals, patronisation by the government and task force member)

1.19. Play a leading role in the relevant wider academic and, where appropriate, professional community;

1.20. Make a leading contribution to debates at national and international levels about new approaches to teaching-learning, assessment policy, methods and practices. It should also include high level publication or contribution to conferences and/or working with relevant experts in the area of specialisation; and

1.21. Contribute as resource persons, coordinators or organisers for various professional development activities within the College/University as well as for those outside.

## 2. Associate Professor (Position Level 2)

*Teaching*

2.1 Lead the development, application, and maintenance of academic standards in a defined area of works;

2.2 Develop/improve approaches to teaching and learning which are innovative for the subject area and reflect developing good practices elsewhere;

2.3 Leading innovation in area eg. admissions, student welfare, educational technology, student services, peer assessment of teaching.

2.4 Lead curriculum development and/or renewal at programme level or equivalent;

2.5 Develop and manage significant teaching activities;

2.6 Oversee the development and offering of high quality teaching in the areas of programme evaluation, teaching for innovation, designing new innovative programmes and revising existing programmes;

2.7 Teach independent modules and assess within own subject area at a range of levels from undergraduate to postgraduate levels;

### Research & Innovation

2.8 Initiate, lead, and write research grants.

2.9 Supervise PhDs and Masters by research as a main supervisor;

2.10 Maintain a portfolio of research activity and publications of high quality and impact;

2.11 Lead programmes, projects, and teams, secure and manage resources as appropriate to the field;

2.12 Develop methodologies and techniques appropriate to the type of research being pursued, with an emphasis on quality and innovation;

2.13 Develop and engage in research methodologies that add to knowledge/appropriate understanding in a given field;

2.14 Participate actively in the development of research strategy;

2.15 Demonstrate and maintain research activity of high reputation in Bhutan and internationally in the relevant academic field;

2.16 Lead funding bids and research activity in an area of recognised excellence for the University;

2.17 Lead funding bids or other activities which develop, sustain and support for the specialised area;

2.18 Develop and manage significant research activities;

2.19 Take up leadership in national and international level researches and enhance scholarships which can be assessed in securing grants, working as chief editor/ reviewer in international peer reviewed journals and serving in offices outside University;

### Services

2.20 Take responsibility for policy and strategy in a specific area, developing and promoting a clear vision of the College's/unit's strategic direction;

2.21 Manage staff and other resources efficiently and effectively in the unit/programme/ project for which they may be responsible;

2.22 Contribute to the management of the University/college/subject area by chairing committees, leading on key processes;

2.23 Represent the university in external community in area of expertise;

2.24 Play a significant part in the wider professional community and acquire national and international reputation in their field of expertise. (Invitation as key note speaker, reviewer of refereed journals, patronisation by the government and task force member);

2.25 Lead the development of teaching and learning policy locally, and contribute to national level debates, about new approaches to policy, methods and practices through publications, conferences and activities that advance quality in the field;

2.26   Develop a comprehensive system of faculty mentoring and development and oversee its implementation at the level of the department or the College;

2.27   Review performance, compare it with best practices and identify continuous improvement targets, taking responsibility for leading the work to achieve these; and

2.28   Contribute as resource persons, coordinators or organisers for various professional development activities within the College/University as well as for those outside.

## 3.   Assistant Professor (Position Level 3)

*Teaching*

3.1   Lead the development, application and maintenance of academic standards in a defined area of work;

3.2   Plan and lead curriculum development and/or renewal in a specific aspect of the subject area and/or develop approaches to teaching-learning that are innovative for the subject area and/or College;

3.3   Teach and assess within own subject area at a range of levels from undergraduate to postgraduate;

3.4   Engage in scholarship and/or research as required, to support teaching activities;

3.5   Take responsibility for design of programme/modules and for their quality, and contribute generally to the development of teaching and enhancement of quality in the subject area;

3.6   Engage effectively with the wider academic and professional community;

3.7   Provide support and advice to colleagues as appropriate;

3.8   Mentor junior academics on aspects of learning, teaching and assessment;

3.9   Take responsibility for the effective management of allocated resources;

3.10  Take lead in projects and/or for programmes; coordinating staff input to these;

*Research & Innovation*

3.11  Generate fund for the University through research projects, consultancies and advices

3.12  Work as co-supervisor for PhDs and Masters by Research or as supervisor as may be approved by the Research Committee;

3.13  Develop methods and techniques appropriate to the type of research being pursued and add to the intellectual understanding of the field through new discoveries and insights;

3.14  Contribute to the research work of the College by pursuing appropriate independent research and developing research proposals (in forms and at levels commensurate with the field) and win support for them;

3.15 Plan the research to be undertaken, as a self-contained project or as part of a broader programme;

3.16 Disseminate and publish research findings in appropriate publications and conferences, and where appropriate undertake knowledge transfer activities;

3.17 Contribute to the development of the research portfolio of the subject area;

*Services*

3.18 Manage staff and other resources of a significant academic area/unit, including the allocation of workloads and the appraisal of academics.

3.19 Undertake specific coordinating roles;

3.20 Contribute to the operation of the University by taking up leadership responsibility and participating in decision-making and governance including chairing significant committees as appropriate, at College and/or University level;

3.21 Take lead in projects and/or programmes, coordinating staff input to these;

3.22 Represent and promote the University externally – nationally and internationally e.g. managing relations with external partners and stakeholders;

3.23 Acquire national reputation in their field of expertise. (Invitation as key note speaker, reviewer of refereed journals, patronisation by the government and task force member)

3.24 Make contribution to debates at national and international levels about new approaches to teaching-learning, assessment policy, methods and practices. It should also include high level publication or contribution to conferences and/or working with relevant experts in the area of specialisation;

3.25 Take responsibility for the effective management of allocated resources including resourcing various workshops and professional development programmes; and

3.26 Manage staff and other resources of a significant academic area/unit, including the allocation of workloads and the appraisal of junior academics and mentoring them.

## 4. Lecturer (Position Level 4)

*Teaching*

4.1 Teach and assess within own subject area at a range of levels from undergraduate to postgraduate;

4.2 Contribute to curriculum development and the design and revision of programme units in the subject area;

4.3 Contribute to the development or improvement of approaches to teaching-learning and assessment in the subject area;

4.4 Participate actively in the development of the discipline's teaching-learning and assessment strategies;

4.5     Contribute to the organisation of wider area of work;

4.6     Advise others (particularly those at the entry level) on aspects of teaching-learning and assessment;

4.7     Take responsibility for the effective management of allocated resources;

*Research and Innovation*

4.8     Generate fund for the University through research projects, consultancies and advices

4.9     Undertake a specific role in a research project or projects, taking responsibility for some element(s) of the planned research;

4.10    Supervise research projects for both at undergraduate and postgraduate levels. May also supervise research based programmes if found qualified to do so;

4.11    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;

4.12    Plan and carry out a work programme appropriate to the research activity;

4.13    Contribute to dissemination/publication of personal and/or research team's findings as appropriate to the field;

*Services*

4.14    Contribute as resource persons, coordinators or organisers for various professional development activities within the College/University as well as those outside.

4.15    Participate in developing and promoting a clear vision of the College's/unit's strategic direction;

4.16    Participate as a team member to support senior colleagues, who have delegated responsibility for specific strands of work/sub-units;

4.17    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;

4.18    Represent and promote the University externally – nationally and internationally e.g. managing relations with external partners and stakeholders;

4.19    Coordinate the organisation of conferences, seminars, workshops and/or working with relevant experts in the area of specialisation;

4.20    Provide guidance to other staff and students; and

4.21    Mentor and develop junior colleagues.

## 5. Associate Lecturer (Position Level 5)

*Teaching*

5.1     Teach modules (full load) and support students within own subject area at least up to the undergraduate level;

5.2    Set and mark assessments, and advise students on their progress;

5.3    Develop and deploy teaching-learning materials in area of own expertise;

5.4    Plan and review own approach to learning;

5.5    Take responsibility for organising own activities and for the management of allocated resources;

*Research and Innovation*

5.6    Generate fund for the University through research projects, consultancies and advices;

5.7    Supervise research projects and dissertation where these are part of the programme(s) of study;

5.8    Contribute to design of research projects and define methods such as conducting surveys and focused interviews;

5.9    Carry out literature searches within pre-specified parameters;

5.10   Run analysis/interpreting data using specified and agreed techniques/models;

5.11   Prepare summary reports of research methods/findings;

5.12   Contribute to dissemination and publication of research findings; and

5.13   Carry out small-scale research projects on their own or as a lead in a team and publish some quality papers including few in reputed journals.

*Services*

5.14   Contribute as resource persons, coordinators or organisers for various professional development activities within the College/University as well as for those outside.

5.15   Participate in developing and promoting a clear vision of the College's/unit's strategic direction;

5.16   Participate as a team member to support senior colleagues, who have delegated responsibility for specific strands of work/sub-units;

5.17   Contribute to the operation of the University by participating in decision-making and governance including committees or taskforce as appropriate, at College and/or University level;

5.18   Represent and promote the University externally – nationally and internationally e.g. managing relations with external partners and stakeholders;

5.19   Coordinate the organisation of conferences, seminars, workshops and/or working with relevant experts in the area of specialisation; and

5.20   Provide guidance to other staff and students.

## 6. Assistant Lecturer (Position Level 6)

*Teaching*

6.1 Contribute to elements of teaching within clear and established programmes as conducting tutorial classes or team teaching with a senior academic;

6.2 Support learners and /or supervise class activities in specific areas of activity according to established procedures as language lab or practical work;

6.3 Monitor student progress and provide feedback;

6.4 Assist with the administration and support in marking of assessments;

6.5 Assist senior academics with the preparation of module/programme materials;

6.6 Prepare lesson plans and teach full modules by at least the second year at this level. However they may teach diploma programmes immediately;

*Research*

6.7 Assist academics and researchers in planning and implementing experiments, conducting interviews, administering surveys, or coordinating for focus group discussions;

6.8 Search for scholarly literature relevant to the research project, searching the library, copying articles, ordering additional articles and books, and formulating bibliography;

6.9 Contribute to data analysis (on quantitative data or on quantitatively coded qualitative data);

6.10 Contribute to designing and development of research projects for generation of research funds;

6.11 Assist academics or researchers in preparing presentations about research project results for conferences, academic discourse and research presentations;

6.12 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;

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

*Services*

6.14 Contribute as resource persons, coordinators or organisers for various professional development activities within the College/University as well as for those outside;

6.15 Participate in developing and promoting a clear vision of the College's/unit's strategic direction;

6.16 Participate as a team member to support senior colleagues, who have delegated responsibility for specific strands of work/sub-units;

6.17 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;

6.18 Represent and promote the University externally – nationally and internationally e.g. managing relations with external partners and stakeholders;

6.19 Coordinate the organisation of conferences, seminars, workshops and/or working with relevant experts in the area of specialisation;

6.20 Provide guidance to other staff and students;

6.21 Organise and coordinate meetings and discussion related to administrative and managerial issues in respective department/school/programme unit;

6.22 Assist in the preparation and organisation of university/college wide functions; and

6.23 Assist in the organisation of community services.

## 7. Sr. Instructor (Position Level 4 - 5)

*Teaching*

7.1 Carry out teaching workload in their area of specialisation in diploma and undergraduate programmes.

7.2 Lead the conduct of practical classes at all levels of programmes of their expertise;

7.3 Lead the designing, developing and evaluation of modules and training materials related to practical classes in collaboration with the lecturers related to development of new programmes;

7.4 Ensure continual updating and revision of programme content and materials of instructions,

7.5 Contribute to overall development and revision of college/department wide programme;

7.6 Guide the instructors in carrying out their job responsibilities efficiently;

7.7 Lead needs assessment of training programmes;

7.8 Supervise examinations, projects and assignments;

*Research and Innovation*

7.9 Carry out research works related to development/improvement of programmes;

7.10 Carry out research and innovation in the relevant area of their expertise;

*Services*

7.11 Carry out administrative works of the department/section as needed;

7.12 Lead the conduct of the short-term training programmes;

7.13 Mentor and guide the instructors to help them develop;

7.14 Conduct services in their area of expertise such as testing of materials, collection of data and surveys;

7.15 Participate in different committees, meetings, seminars and workshops; and

7.16 Carry out any other responsibilities.

## 8. Instructor (Position Level 6 – 7)

### *Teaching*

8.1 Carry out teaching workload in their area of specialisation for undergraduate programmes and below;

8.2 Conduct practical classes at all levels of programmes of their expertise;

8.3 Contribute to designing, developing and evaluating modules and training materials related to practical classes;

8.4 Contribute to updating and revision of programme content and materials of instructions;

8.5 Participate in overall development and revision of college/department wide programme;

8.6 Guide the instructors in carrying out their job responsibilities efficiently;

8.7 Carry out needs assessment of training programmes;

8.8 Supervise examinations, projects and assignments;

### *Research and Innovation*

8.9 Carry out research related to development/improvement of programmes;

8.10 Support senior academics in research and innovation in the relevant area of their expertise;

### *Services*

8.11 Carry out administrative works of the department/section as needed;

8.12 Lead the conduct of the short-term training programmes;

8.13 Conduct services in their area of expertise such as testing of materials, collection of data and surveys;

8.14 Participate in different committees, meetings, seminars and workshops; and

8.15 Carry out any other responsibilities.

### 9.  Associate Instructor (Position Level 8 – 9)

*Teaching*

9.1    Carry out teaching workload in their area of specialisation;

9.2    Conduct practical classes in all levels of programmes of their expertise;

9.3    Assist in designing, developing and evaluating modules and training materials related to practical classes;

9.4    Assist in carrying out needs assessment of training programmes;

9.5    Supervise examinations, projects and assignments;

*Research and Innovation*

9.6    Assist in carrying out research related to development/improvement of the programmes;

9.7    Support senior academics in research and innovation in the relevant area of their expertise;

*Services*

9.8    Carry out administrative works of the department/section as needed;

9.9    Coordinate and support the conduct of the short-term training programmes;

9.10   Provide services in their areas of expertise as testing of materials, collection of data, surveys etc.;

9.11   Participate in different committees, meetings, seminars and workshops; and

9.12   Carry out any other responsibilities.

# Representative Work Activities

## For

## Administrative and Technical Positions

# Executive Positions (Position Level 1 and above)

## 1. Vice Chancellor

The Vice Chancellor as the chief executive of the University has the responsibility of promoting the wellbeing of Bhutanese people by providing quality tertiary education for Bhutanese and thereby increasing the human resource base of the country. The specific responsibilities for the Vice Chancellor consist of the following:

1.1. Make annual presentation of the work plan, budget estimates and the University accounts to the University Council;

1.2. Mobilise and manage resources within estimates approved by the University Council;

1.3. Make proposals to the University Council about the educational character and mission of the University, upon consultation with the Academic Board;

1.4. Implement decisions of the University Council and Academic Board and make RUB a university of international repute, whereby the degrees and the awards conferred by the University is recognised at the international level;

1.5. Organise, direct and manage the University and ensure sound leadership of the staff;

1.6. Appoint, assign, grade, appraise, suspend, dismiss, and determine staff, within the framework set by the University Council;

1.7. Maintain university-wide student discipline and, within the rules and procedures established by the University Council, for the suspension or expulsion of students on disciplinary grounds and for implementing decisions to expel students for academic reasons;

1.8. Explore ways of improving efficiency and effectiveness and promote improvements in value for money;

1.9. Review performance over time in the area of responsibility and compare it to the best practices in the market, identifying areas of improvement in structure, practices, policies and technology;

1.10. Develop and lead the implementation of strategies and plans, which support and take forward the university strategy;

1.11. Contribute to debate on university strategy and policy;

1.12. Lead major projects and initiatives which have significant resources and strategic impact;

1.13. Ensure financial plans are developed and that services operate effectively within budget;

1.14. Explore ways of improving efficiency and effectiveness and promote improvements in value for money;

1.15. Ensure service feedback and quality processes are in place for the area of responsibility;

1.16. Work with senior colleagues from all areas of the university, with committees and external bodies, providing high level advice;

1.17. Represent the university externally in sector groups and in negotiations;

1.18. Lead and manage staff in a major functional area or service grouping, developing them and raising their performance;

1.19. Maintain a continuous review of quality in consonance with external benchmarks to promote the best possible service; and

1.20. Carry out any other task that may be assigned from time to time.

## 2. Registrar (Position Level 1)

*Information and Administration systems*

2.1 Define information needs and collect, analyse, formulate and disseminate information regarding the University;

2.2 Establish, analyse, develop and refine management processes so that they are efficient and sufficient for the University's identified needs;

*Student Information System*

2.3 Define specifications for a student information system and coordinate the establishment and maintenance of the system. The student numbers derived from the system will provide the basis for the strategic planning of the University;

2.4 Supervise and coordinate for the input and access of student records held in the student information data-base; and maintain records of students who are admitted, progressing and graduating;

2.5 Look into the conferring of awards, issuing of Certificates to students and attest performance records to prospective employers or Universities;

*Admissions, Registration and Scholarships*

2.6 Set standards and coordinate student enrolment, admission, registration and scholarship and establish a proper system of student service management;

*The University Council*

2.7 Serve as Secretary to the University Council;

2.8 Co-ordinate implementation of directives of the University Council;

*The Academic Board and Committee of Directors*

2.9     Serve as Member Secretary to the Academic Board (AB) and Committee of Directors (CoD).

*Human Resource Management (HRM)*

2.10    Devise human resource plans, and determine and provide information on the University human resource needs in conjunction with the Director of Planning and Resources;

2.11    Oversee the conduct of general HR management functions of the University related to recruitment, promotion, performance management, retirement, termination, leave, grievances etc.;

2.12    Establish and supervise the system of information flow, decision making and record keeping, to achieve the desired purpose;

2.13    Establish criteria for the nature and extent of the HR welfare, to which University staff deserve access, and establish mechanisms to ensure that such provision is provided;

*Human Resource Development (HRD)*

2.14    Provide overall direction in the planning of the HRD in conjunction with the heads of the colleges and other relevant officials;

2.15    Monitor and facilitate the implementation of HRD and HRM annual plans;

2.16    Carry out performance appraisal of staff within the department;

*General Administration and Management of Finances of the OVC*

2.17    Look after the general administration of the Office of the Vice Chancellor; and

2.18    Carry out any other task that may be assigned from time to time.

## 3.    President (Position Level 1)

The role of the President is to provide overall leadership, vision and strategic direction to fulfill the College's mission. President will be expected to lead, inspire and develop the management team and staff, in order to achieve the strategic priorities of the College.

*Specifically, the President shall be responsible to:*

3.1     Lead and manage the College;

3.2     Provide both dynamic and empathetic leadership of all staff, which creates a culture that encourages debate, and fosters inclusiveness and productive team working;

3.3     Determine and implement the academic provision of the College within the framework of policies and strategies of the RUB, in consultation with the staff, employers and other stakeholders through appropriate structures and mechanisms;

3.4   Ensure that the College's internal quality assessment and assurance mechanisms are working effectively to bring about continuous quality improvement;

3.5   Determine and implement other activities of the College in consultation with staff and students;

3.6   Prepare annual plan, estimates of income and expenditure for approval by the University Council (UC), and for the management of the approved budget and resources;

3.7   Act as the drawing and disbursement officer to ensure that the funds are used for the intended purposes in line with the rules and procedures provided for within the financial regulations of the RUB;

3.8   Foster and strengthen relationships and networks with stakeholders and other organisations;

3.9   Develop entrepreneurial culture in the College to maximise income generation for its sustenance;

3.10   Take initiatives to adapt to external changes and respond to opportunities;

3.11   Maintain student discipline in the College and take appropriate actions in case of misconduct by students;

3.12   Keep the OVC fully informed on the state and progress of the College;

3.13   Maintain an atmosphere of trust and engagement of students and staff; and

3.14   Carry out any other task that may be assigned from time to time.

## 4.   Director for Academic Affairs (Position Level 1)

*Academic Development*

4.1   Establish and maintain a definition of all the programmes held by the University;

4.2   Ensure that needs analysis for new programmes are undertaken in order to establish the appropriate portfolio of programmes appropriate for the University in relation to subject and professional areas, modes of study, level of qualification, and the nature of the programmes;

4.3   Establish an academic framework including an agreed definition of terms for the University and implement this academic framework;

4.4   Establish a record of University programmes;

4.5   Provide leadership in strategic planning for University-wide academic programmes. This will involve leading in the initiation and development of periodic strategic plans associated with educational programmes and monitor plan implementation through annual operational plans;

### Programme Development

4.6     Plan and support the development of educational programmes, ensuring that the staff who develop the programmes are well briefed and have access to the necessary guidelines and personal advice and development;

4.7     Liaise, consult and negotiate with external bodies, agencies and partners, to ensure that programmes are developed based on the needs, demands and relevancy of all stakeholders;

### Quality Assurance

4.8     Establish a system for the management of programmes;

4.9     Establish and operate a system for the quality assurance of programmes, taking account of the final responsibility of the Academic Board for the awards of the University;

4.10    Address the processes of initiating a programme of studies and its annual review, periodic major review, removal from the University's list, adoption as leading to a University award, and comparison with external models and benchmarks;

4.11    Develop staff of University to self-reflectively evaluate their programmes;

4.12    Monitor progress in relation to quality enhancement of programmes in the Colleges;

### Libraries, Teaching-Learning

4.13    Lead to developing a policy for the libraries of the University, and implement that policy;

4.14    Contribute to the development of teaching-learning policy for the University, including provision for the improvement of the quality, the training of staff;

4.15    Provide inputs to the incorporation of ICT in the learning process and web-based learning;

4.16    Oversee the operation of Centre for University Learning & Teaching (CULT);

4.17    Co-ordinate the development of policies related to the academic practices;

4.18    Manage the balance of responsibility between the Academic Board and such subcommittees as the Academic Board may establish from time to time;

### Other Duties

4.19    Serve on the Academic Board, Senior Management Team, Academic Planning and Resources Committee, Programmes and Quality Committee, and any other decision forums that may be appropriate;

4.20    Undertake other reasonable duties as determined by the Vice Chancellor; and

4.21    Manage people, resources and overall planning of the department.

**5. Director for Research and External Relations (Position Level 1)**

5.1. Create an enabling environment for research and innovation in the University through sound research policies and guidelines that are in line with RUB's vision;

5.2. Provide oversight for the effective implementation of the University's research policies and guidelines by academics and students in the colleges;

5.3. Undertake periodic review of the university's research policies and guidelines and effect amendments when required;

5.4. Initiate the development of external research grants for members of the staff in the Colleges;

5.5. Facilitate effective review of internal university grants (e.g. Annual University Research Grant [AURG]) through a system of anonymous peer-review and ensure quality research products (e.g. generation of knowledge of relevance to policy and practice);

5.6. Establish systems and procedures for ensuring the quality and ethical proprieties of research studies conducted by the members of the University and others engaged in collaborative research;

5.7. Develop policies and procedures for effective dissemination of research findings and outcomes through forums such as conferences, seminars, and workshops;

5.8. Ensure the promotion of a culture of quality publications in the University as the Managing Editor of the Bhutan Journal of Research and Development, the RUB's peer-reviewed multidisciplinary journal;

5.9. Establish linkages with other ministries/agencies and universities to facilitate joint research studies, resource sharing and joint publications;

5.10. Initiate the development of research capacity building opportunities for RUB researchers (including beginning researchers) through skill development trainings and workshops supported by the University or externally;

5.11. Ensure the effective conduct of meetings of research committees such as Research and Innovation Committee (RIC), Research Degrees Committee, and other committees set up for a specific purpose;

5.12. Ensure effective promotion of the University within Bhutan and externally through an effective university web presence, quality publications, production of documentary programmes and souvenirs, and other media;

5.13. Initiate the establishment of linkages with international research communities through membership to associations and networks to enhance the credibility of RUB research;

5.14. Oversee the professional growth and development of the staff in the Department of Research and External Relations (DRER);

5.15. Monitor and assess the performance of staff in the DRER; and

5.16.   Carry out any other task that may be assigned from time to time.

## 6.    Director for Planning & Resources (Position Level 1)

As head of the Department of Planning and Resources, the Director will assist the Vice Chancellor on the overall development of the University in line with the objectives as enshrined in the Royal Charter including overall planning, resource management and estate development.

The Director will assume the following specific roles and responsibilities:

*Planning*

6.1.   Lead the formulation, implementation, monitoring and facilitation of the University's strategic plan;

6.2.   Formulate the University's Five-Year Plans and oversee the development of annual work plans;

6.3.   Monitor and evaluate the implementation of the University's development plans and programmes;

6.4.   Develop projects and liaise with donor agencies to mobilise funding and technical assistance;

6.5.   Facilitate and coordinate the planning and development of new academic programmes;

6.6.   Coordinate Academic Planning and Resource Committee meetings;

*Finance*

6.7.   Establish appropriate accounting and resource control systems for the University;

6.8.   Oversee preparation and management of the University's budget and expenditure;

6.9.   Ensure the efficient use of resources and effective delivery of organisational outputs;

6.10.  Determine the resource needs of each College pertaining to estate development and allocation of funds;

6.11.  Lead and facilitate formulation of University investment/business plans and ensure financial sustainability;

6.12.  Process supplementary releases such as gratuity;

*Estates*

6.13.  Guide the planning, utilisation, investment and building works of the University's estate, including land, buildings and equipment;

6.14.  Oversee the development of the campus plans and assist the Colleges/OVC to carry out major estate development works and establishment of new colleges;

6.15. Oversee the planning, design, estimating, construction and supervision of infrastructure/services projects;

6.16. Lead the monitoring and review of all construction works during implementation to ensure quality and timely completion of projects;

6.17. Develop and oversee implementation of norms and standards to ensure effective use of infrastructure and facilities;

*Human Resources*

6.18. Determine the necessary staff establishment for the University as it develops in conjunction with the Office of the Registrar;

6.19. Lead the organisational development exercises and guide the HR Division in the Office of the Registrar in determining the staff needs and skill gaps;

6.20. Establish norms and control systems for the allocation of staff establishment;

6.21. Develop the human resource strategy and related plans for the University in conjunction with the Office of the Registrar;

*Procurement of works*

6.22. Coordinate the procurement of works and services (e.g., hiring services of consultancy firms for design and supervision of works), and ensure compliance to existing rules;

6.23. Oversee the physical and financial monitoring of the progress of works; and

*Other Duties*

6.24. Carry out any other responsibilities assigned from time to time.

# Chief Positions (Position Level 4)

**7. Chief, Student Service Division (Position Level 4)**

7.1 Manage and oversee the overall management of student services in the whole of the University;

7.2 Maintain records of students for any kind of support and services both during and even after graduation of students;

7.3 Oversee the conduct of student selection and registration of students in an effective, efficient and in accordance with the policy;

7.4 Provide guidance and administrative support as required to the Dean of Student Affairs to look after the welfare and care of the students;

7.5 Formulate and implement policies for providing a safe, inclusive and respectful environment for living and learning; in particular, shaping a high quality residential experience for student in the University;

7.6     Coordinate with the academic advisor to establish a system/guidelines of monitoring and supporting student learning;

7.7     Help resolve issues arising among the students in the University; and

7.8     Carry out any other duties as may be assigned from time to time.

## 8     Chief, Planning Division (Position Level 4)

8.1     Lead and supervise the activities of the planning division.

8.2     Oversee the activities for the development of plans, programmes and policies;

8.3     Oversee the implementation of development activities;

8.4     Coordinate and conduct mid-term review meetings and carry out follow up actions on policy recommendations;

8.5     Lead the review and validation of progress reports on the implementation of plans and programmes;

8.6     Ensure the evaluation of University's plans and programmes;

8.7     Prepare budget proposals and annual work plan for submission to APRC/University Council/ Ministry of Finance/GHNC

8.8     Lead budget discussion with Ministry of Finance

8.9     Facilitate to process  supplementary ,re- appropriation, transfer and withdrawal with GHNC

8.10    Manage donor funded projects

8.11    Carry out any other works as it may be assigned from time to time.

## 9     Chief, Human Resource Division (Position Level 4)

9.1     Formulate, review and revise University's human resource policies, procedures and processes by respecting the laws, policies, rules and regulations that govern the country;

9.2     Formulate and implement long-term and short-term human resource development and management plans for the University;

9.3     Co-ordinate and promote management of staff relations at all levels;

9.4     Advise the University on all matters related to management and development of human resources;

9.5     Coach, mentor and appraise staff who are responsible for the management of human resources in the University;

9.6     Ensure that human resource management and administration works are carried out effectively and efficiently, especially in areas of recruitment, professional development, performance management, leave, grievances and staff discipline;

9.7    Ensure occupational health and safety in the workplaces;

9.8    Create and maintain Staff Development Network and Study Assistance Scheme for the University in order to encourage and facilitate personal and professional development of all the staff;

9.9    Ensure a system of continuous growth and development of the University staff, right from the commencement of work. To this end, orientation and induction programmes for new staff, on-the-job guidance and mentoring by the seniors, employment counselling activities and various long-term and short-term proessional development need to be ensured on a continuous basis;

9.10   Mobilise resources in partnership with Department of Planning and Resources or explore for fellowships to create or expand opportunities for the staff of the University;

9.11   Institute a monitoring and evaluation system to assess professional development impact and make necessary interventions;

9.12   Manage staff within the division; and

9.13   Carry out any other task that may be assigned from time to time.

## 10    Chief, Administrative Division (Position Level 4)

10.1   Manage the general administration of the University by way of providing expertise in various matters related to the administration;

10.2   Develop appropriate policies and procedures that will enable the administrative function to operate smoothly;

10.3   Formulate service standards and implement it in coordination with the Colleges;

10.4   Monitor and guide the Administrative Officers to effectively carry out the administration, movement of staff and transportation, preparation of budget, procurement of office materials, etc.;

10.5   Ensure effective coordination of various activities of the organisation as and when required;

10.6   Oversee the vehicle and mobility services in the University;

10.7   Manage staff within the division, if any; and

10.8   Attend to any other tasks assigned by the superiors.

## 11    Chief, Media and Communications Division (Position Level 4)

11.1   Develop/review policies, procedures and processes related to University communications;

11.2   Coordinate all activities related to external communications;

11.3   Initiate e-branding - inform and engage external stakeholders through communication of University news, views, events and information on RUB website;

11.4 Oversee the preparation and implementation of plans, programmes and projects related to communications for the University;

11.5 Oversee the timely preparation and submission of progress reports on plans, programmes and projects, and annual reports for the division;

11.6 Support the professional growth and development of the staff in the division; and

11.7 Carry out any other task that may be assigned from time to time.

## 12 Chief, Academic Quality and Enhancement Division (Position Level 4)

12.1 Develop, recommend and periodically review academic quality assurance and enhancement policies and regulations for the University. Ensure effective and timely dissemination of the University's quality assurance regulations and procedures to staff of colleges and monitor their effective implementation.

12.2 Maintain comprehensive and current definitions and documentations of all validated/ reviewed academic programmes of the University.

12.3 Assess, analyse and provide education and training in the area of quality assurance and enhancement for academic staff of the University.

12.4 Coordinate and oversee the whole process of validation/periodic reviews and resource checks of academic programmes leading to the University's awards. The whole process involves:

- Extensive reviews of programme documentation, based on University regulations, before submission to the Programmes and Quality Committee (PQC)

- Organization and selection of validation/review/resource check panel members

- Arranging panel visits to colleges seeking validation/reviews/resource checks of programmes

- Submission of validation/review/resource check reports to the PQC and the Academic Board for approval

12.5 Coordinate and monitor the implementation of annual quality assurance and enhancement activities for all colleges. Regular and key activities include: submission of annual programme monitoring reports, changes to programmes, and appointment of external examiners including their visits and reports.

12.6 Ensure proper and thorough documentation of programmes in line with the University's requirement. This involves training and guiding academic staff in the preparation of such documentations.

12.7 Stays informed of developments in the field of tertiary education quality assurance. Reads pertinent literature, attends meetings and participates in professional associations as appropriate. Establishes and maintains an active network of professional contacts.

12.8 As the secretary to the Programmes and Quality Committee (PQC), the Chief will plan and coordinate at least four meetings of the Committee annually. Meeting management will involve agenda and paper preparation, compilation, circulation; minute taking, writing, distribution and follow up. The PQC is a standing committee of the Academic Board responsible for educational development, quality assurance and learning resources of the University.

12.9 Act as the principal staff in the Office of the Vice Chancellor to inform and coordinate quality assurance activities within the overall framework of the University regulations.

12.10 Undertake other reasonable duties, as determined by the Director, in areas of quality assurance & enhancement and beyond.

## 13 Chief, Teaching and Learning Division (Position Level 4)

13.1 Develop and implement university-wide policies and strategies for:

- Programme initiation and development;

- Learning environment;

- Teaching & Learning; and

- Assessment.

13.2 Initiate Programme planning of all colleges towards development of University's strategic plans. This will take into account the capacity of colleges and their strategic directions. This will also include the preparation, monitoring and review of University's strategic and operational plans related to Programmes, teaching and learning;

13.3 Support constituent colleges to undertake needs analysis in order to establish an appropriate portfolio of Programmes relevant for the University in relation to subject and professional areas, modes of study, level of qualification, and the nature of the Programmes;

13.4 Develop a University-wide Programme developer's guide and support lecturers across the University in implementing the guide. The guide would have detailed stages and work involved in the process of taking a Programme from grant of planning approval to validation. The Chief will support Programme developers through the various stages;

13.5 Liaise, consult and negotiate with external bodies, agencies and partners, to ensure that Programmes are developed based on the needs, demands and relevancy of stakeholders;

13.6 Coordinate and review plans of actions and monitor their implementation, of all member colleges, related to Programme planning & development;

13.7 Set up and manage the Centre for University Learning & Teaching (CULT) at the OVC including activities, planning and funding;

13.8 Develop and deliver structured professional development Programmes for academic (& academic support) staff of the university with expert inputs from practicing professionals from colleges. This is include orientation of new academic staff to the University;

13.9 Act as the secretary to the CULT Advisory Committee, and plan and coordinate at least two meetings of the committee annually. Meeting management involves agenda and paper preparation, compilation, circulation; minute taking, writing and distribution;

13.10 Network with external organisations to seek support and collaboration in improving the learning and teaching environment at RUB;

13.11 Remain informed of developments in the field of tertiary education learning and teaching. Read pertinent literature, attend meetings and participate in professional associations as appropriate;

13.12 Formulate/review policies, standards and guidelines related to library services in the University and administer programme on library services;

13.13 Oversee the liaising of library services with community groups, networks and other libraries;

13.14 Establish and maintain an active network of professional contacts;

13.15 Manage staff within the division, if any; and

13.16 Undertake other reasonable duties, as determined by the director, in areas that do not have clearly defined roles in the Department.

## 14 Chief, Research and Development Division (Position Level 4)

14.1 Develop research policies and procedures;

14.2 Oversee the quality assurance for research activities in the University;

14.3 Coordinate with academics and student researchers on matters relating to grant development/proposal writing for research projects;

14.4 Ensure that RUB research policies and procedures are followed well especially in the areas of research ethics, quality standards, research dissemination, research commercialisation and intellectual property issues;

14.5 Coordinate capacity development of RUB researches through research trainings, early career researcher support and mentoring, internships, and research attachments;

14.6 Ensure the conduct of meetings and other events of the Research and Innovations Committee and ensure effective dissemination of the decisions and follow-ups arising from these;

14.7 Provide oversight on the management and quality assurance of research studies supported through university funding (e.g. Annual University Research Grant) and their effective dissemination;

14.8 Coordinate the development of grant applications, research contracts and cooperation agreements with external research organisations, and monitor grant implementation;

14.9 Develop and encourage a culture of academics' participation in high calibre research and development team, such as research think tanks;

14.10 Foster linkages with external institutions for research partnerships;

14.11 Assist the Director of Research and External Relations to lead the development and management of the Institute for GNH Studies (iGNHaS);

14.12 Oversee the preparation and implementation of plans, projects and programmes related to research and development including the iGNHaS;

14.13 Coordinate the development and presentation of progress and annual reports on research and development including the iGNHaS;

14.14 Ensure the effective dissemination of knowledge arising from research and scholarly activities of iGNHaS through knowledge dissemination events and publications;

14.15 Support the professional growth and development of the staff within the division;

14.16 Monitor and assess the performance of staff within the division; and

14.17 Carry out any other task that may be assigned from time to time.

## 15 Chief, Higher Degree Research Division (Position Level 4)

15.1 Develop research degree policies and procedures;

15.2 Ensure timely review of research degree policies and procedures and their effective implementation;

15.3 Oversee the preparation of plans, programmes and projects related to research degrees in the University;

15.4 Oversee the timely preparation and submission of progress reports including annual reports pertaining to research degrees;

15.5 Ensure that adequate guidance and support are provided to research degree students and academics on matters relating to thesis supervision, thesis preparation, academic progress, submission, and examination;

15.6 Ensure nomination and submission of list of external examiners to the Academic Board;

15.7 Coordinate the submission of research degree theses (Masters and PhD) for external examination;

15.8 Collate and check examiners' reports on research degree thesis;

15.9 Oversee the procession of research degree awards and notify the candidates;

15.10 Ensure timely review of research degree policies and procedures and their effective implementation;

15.11  Coordinate the professional growth and development of the staff in the Division;

15.12  Support the Director of Research and External Relations in monitoring and assessing the performance of staff in the division; and

15.13  Carry out any other task that may be assigned from time to time.

## 16  Chief, External Relations Division (Position Level 4)

16.1  Develop/review policies, procedure and process related to external relations for the University;

16.2  Develop and manage international relations (with external universities and relevant organisations);

16.3  Act as a focal point of the RUB for establishing contacts related to Study/Semester Abroad- network between OVC and RUB colleges;

16.4  Oversee the management of study/semester abroad programmes (international programme orientation on RUB campuses, academic transcripts arrangement, designing papers on study abroad if required, collaborate design of study abroad modules with the external universities, establish external universities' contacts to relevant colleges, and carry out administrative functions relevant to the activities, including: international student recruitment and admission, visa, immigration and protocol);

16.5  Liaise and coordinate with concerned agencies and authorities for staff visits;

16.6  Coordinate the formulation and signing of MOUs for external linkages;

16.7  Manage National/Internal Relations (within RUB and Bhutan);

16.8  Promote external linkages of colleges through establishing networks, communicating, liaising, to link RUB colleges to external universities via OVC;

16.9  Serve as focal protocol officer to RUB's guests and external visitors; and

16.10  Carry out any tasks that may be assigned from time to time.

## 17  Chief, Engineering Division (Position Level 4)

17.1  Provide oversight for the maintenance of buildings and infrastructure in the Colleges;

17.2  Coordinate and provide support for the development and maintenance of infrastructure in the Colleges;

17.3  Review and approve designs and structural drawings;

17.4  Serve as project Chief for assigned projects;

17.5  Plan works and scrutinise/review planning schedules prepared by contractors;

17.6  Review the causes and effects of the disparity between planning and actual execution of projects;

17.7 Carry out final inspection before delivery and post project reviews;

17.8 Issue technical sanction within delegated financial limits;

17.9 Oversee the preparation and evaluation of technical bids and tenders;

17.10 Oversee the preparation of analysis of rates and cost index;

17.11 Process approvals for extra items, deviation and cost escalation in contracts;

17.12 Provide technical guidance, review completion and clearance reports;

17.13 Provide relevant information/advice for the preparation of annual work plans, budgets and progress reports for the University;

17.14 Manage staff within the division; and

17.15 Carry out any other task that may be assigned from time to time.

17.16 Chief Planning Officer (Position Level 3 - 4)

17.17 Coordinate with Colleges/OVC in the University and liaise with other agencies for all planning and policy related works;

17.18 Lead the development of various activities that leads to the mobilisation of resources in the form of projects and programmes;

17.19 Lead the initiatives related to enhancement of efficiency and effectiveness of the University by coordinating organisational development exercises in coordination with Human Resource Division;

17.20 Lead the formulation of policies and implementation in coordination with the Colleges on the development of entrepreneurship with various initiatives that leads to diversification of income sources;

17.21 Lead the preparation of long-term strategic plans, i.e. the organisational visions and goals with concrete milestones;

17.22 Lead the formulation of plans i.e Strategic Plan, Five Year Plans, and Annual Plans;

17.23 Guide the coordination of the Mid-term Review Meetings and follow-ups to the policy recommendations;

17.24 Lead and formulate university wide policies related to planning, resource management and development initiatives;

17.25 Lead the research and evaluation studies on important development policies and programmes of the University;

17.26 Formulate instructions/guidelines for coordination of development activities both at the University and College levels;

17.27 Report the implementation status of plans, programmes, projects, and development activities to the University, development partners and RGoB.

17.28 Undertake field visits for verification of authenticity/correctness of monitoring and evaluation reports;

17.29 Manage staff within the division; and

17.30 Perform other related works as necessary.

## 18 Chief, Finance Division (Position Level 4)

18.1 Oversee the implementation of financial policies and procedures of the University.

18.2 Ensure that accounting procedures and internal control systems are strictly exercised at all times;

18.3 Ensure technical support to ensure that funds are spent and managed according to the overall plans and policies of the University;

18.4 Oversee the preparation of financial progress reports, financial statement and other related reports for submission to College/OVC Finance Committee and to the OVC for consolidation of financial statements at the University level;

18.5 Lead the preparation of budget proposals for OVC/College and submit to the DPR.

18.6 Ensure release requests are made on time

18.7 Advise on budget adjustments such as supplementary appropriations, transfers, and re-appropriations, transfers and withdrawals

18.8 Review budget status and prepare Revised Estimates for OVC/College on a quarterly basis;

18.9 Facilitate the preparation of mid-year budget reviews for OVC/College;

18.10 Study expenditure patterns as per the approved budget to facilitate better implementation and proper expenditure reporting;

18.11 Oversee the management of donor funded projects in terms of fund release, fund receipt and fund balance for recommending any additional release or advance for externally funded projects; and

18.12 Perform any task that may be assigned from time to time.

## 19 Chief, ICT Division (Position Level 4)

19.1 Formulate policies, procedures and processes on the development and use of IT for teaching-learning, research, services, networking and communications in the University;

19.2 Oversee the management of Communication Technology and network in the University;

19.3 Represent College/OVC and provide input to the national ICT plans and policies, including BIPS;

19.4  Develop/improve organisation's infrastructure and applications systems;

19.5  Ensure proper planning and coordination of cost-effective procurement of information technology;

19.6  Investigate new technology and propose for upgrading of infrastructure and facilities including application systems in the University;

19.7  Establish and enforce application standards;

19.8  Manage staff training in information technology and knowledge management;

19.9  Ensure that the organisation's databases conform to the technical standards followed in the country;

19.10  Formulate and implement Information Technology and Knowledge management strategy to guide the organisation's future directions;

19.11  Manage all IT personnel, resources and operations of the Division;

19.12  Support change management practices and re-engineering initiatives; and

19.13  Carry out any other task that may be assigned from time to time.

# Professional Position Category (Position Level 5)

**20  Dy. Chief,  Legal Division (Position Level 5)**

20.1  Coordinate and provide legal services in the formulation of rules, regulations and manuals;

20.2  Draft in coordination with the concerned officials various contract documents, legal documents and MOUs and other agreements that has legal implications;

20.3  Provide legal advice to various decision making processes;

20.4  Liaise with legal bodies in seeking legal advises and support services;

20.5  Carry out litigation with the Office of the Attorney General on behalf of the University and attending to court summons;

20.6  Take up tasks related to arbitration on behalf of the University;

20.7  Coordinate dispute resolution on behalf of the University and the Colleges.;

20.8  Act as focal person for any legal issues related to the University; and

20.9  Carry out any other task that may be assigned from time to time.

**21  Dy. Chief, Internal Audit Division (Position Level 5)**

21.1  Provide necessary support to ensure that the University remains free of financial audit memos of Royal Audit Authority;

21.2 Formulate policies and monitor effectiveness of governance and transparency including the decision-making processes;

21.3 Initiate risk management processes so as to ensure safe financial health of the University while venturing into various businesses;

21.4 Monitor and assess the service delivery in the University against the Turn Around Time (TAT) and Standard Operational Processes (SOP);

21.5 Carry out HR auditing to ensure that HR is optimally utilised and that overall HR administration has been carried out uniformly as per the prevailing rules and regulations;

21.6 Conduct and coordinate both statutory and external auditing, and ensure that audits are carried out timely;

21.7 Follow up on the audit memos and monitor the implementation of audit memos with the colleges and OVC such as replying to audit memo, recovering dues, processing write-off of irrecoverable dues etc.; and

21.8 Carry out any other task that may be assigned from time to time.

## 22    Dy. Chief, Student Services Division (Position Level 5)

22.1 Contribute to formulation of policies related to student services;

22.2 Implement student service policies and processes;

22.3 Maintain records of students for any kind of support and services both during and after graduation of students;

22.4 Carry out selection and registration of students in accordance with the policy;

22.5 Provide technical support to the Colleges to look after the welfare and care of the students;

22.6 Participate in the development of policies, strategies and systems in making campuses a safe, inclusive and respectful environment for living and learning; in particular, shaping a high quality residential experience for student in the University;

22.7 Monitor the implementation of students service systems and policies by the Colleges;

22.8 Study student service systems in the University and recommend strategies for the improvement; and

22.9 Carry out any other duties as may be assigned from time to time.

## 23    Dy. Chief, Finance Division (Position Level 7)

23.1 Ensure that accounting procedures and internal control systems are exercised at all times by strictly following the rules and regulations;

23.2 Ensure technical support to ensure that funds are spent and managed according to the overall plans and policies of the University;

23.3 Lead the preparation of financial progress reports, financial statement and other related reports for submission to College/OVC Finance Committee and to the OVC for consolidation of financial statements at the University level;

23.4 Lead the preparation of budget proposals for OVC/Colleges and submit to the DPR.

23.5 Ensure release requests are made on time

23.6 Recommend budget adjustments such as supplementary appropriations, transfers, and re-appropriations, transfers and withdrawals

23.7 Review budget status and prepare Revised Estimates for OVC/College on a quarterly basis;

23.8 Facilitate the preparation of mid-year budget reviews for OVC/College;

23.9 Study expenditure patterns as per the approved budget to facilitate better implementation and proper expenditure reporting;

23.10 Oversee the management of donor funded projects in terms of fund release, fund receipt and fund balance for recommending any additional release or advance for externally funded projects; and

23.11 Perform any task that may be assigned from time to time.

## 24 Dy. Chief, Residence Management Division (Position Level 5)

24.1 Develop and implement in consultation with Dean of Student Affairs, strategies and systems to ensure effective and efficient student support services in the College;

24.2 Support the Dean of Student Affairs to look after the welfare and care of the students for the designated residential areas/hostels;

24.3 Implement strategies for providing safe, inclusive and respectful environment for living and learning; in particular, shaping high quality residential experience for student in the College;

24.4 Establish college-wide system for the induction of students to hostels and familiarise them to student rules, regulations, common norms and standards in the hostels;

24.5 Develop and implement system for the residence coordinators to coordinate with the academic advisor to monitor and support student learning;

24.6 Devise strategies to efficiently manage and administer student affairs for the given residential area including record keeping;

24.7 Listen to students' problems and help them to find resolutions where relevant and refer students to appropriate services such as student support, disability services, counseling, medical services, management etc;

24.8 Manage hostel facilities and its surroundings in terms of cleanliness and upkeep of the facilities and any issue arising among students;

24.9 Guide, mentor and supervise assistant residence coordinator to help them discharge their duties well;

24.10 Coordinate and support student activities for the hostel related to social and community services, literary activities, social engagements and other useful events; and

24.11 Any other duties as may be assigned by the President/Dean Student Affairs from time to time.

## 25 Dy. Chief, Examination and Student Record Division (Position Level 5)

25.1 Develop and implement in consultation with Dean of Academic Affairs, strategies and systems to ensure effective and efficient admission and student records systems in the College;

25.2 Contribute to admission and student records and admission policies of the University;

25.3 Implement the system by way of maintaining up-to-date details of admission and selection criteria of students and to work out detailed numbers of annual student intake;

25.4 Conduct admission and registration of students in coordination with the Dean or Academic Affairs and Office of the Registrar;

25.5 Prepare award list for the academics to award marks for students;

25.6 Plan and prepare examination related works like examination schedule, sitting arrangement & conduct of exams etc;

25.7 Receive results from the Programme Board of Examiners and prepare academic transcripts;

25.8 Ensure safe keeping of student records including transcripts;

25.9 Maintain and update annual student statistics;

25.10 Maintain student records and issue documents; and

25.11 Carry out any other tasks as may be assigned from time to time.

## 26 Dy. Chief, Human Resource Division (Position Level 5)

26.1 Ensure the effective implementation of HR Rules & Regulations, plans and programmes;

26.2 Involve in the formulation, review and recommendation of HR policies and programmes especially in the following areas:

- Human resource planning models, systems and procedures;

- Job analysis, selection procedures, appointment policies, procedures and career planning;

- Professional development;

- Compensation/motivation/pay plans; and

- Quality of working life/occupational safety.

26.3  Liaise with all relevant organisations and stakeholders (RCSC, MoLHR, GNHC, NPPF, RICB, Constituents Colleges, Departments and staff) in carrying out HR related initiatives;

26.4  Carry out organisational development exercises to develop human resource development and management plans;

26.5  Formulate, propose and carry out projects related to the development of human resources;

26.6  Identify and address development needs of staff;

26.7  Identify poor performers and suggest measures for their improvement to the management;

26.8  Explore open scholarship opportunities for the development of staff in the College/ OVC;

26.9  Coordinate monitoring and facilitating services for those who are undergoing long-term professional development programmes in order to ensure successful completion of the programme;

26.10  Ensure that induction, orientation and continual work place based professional development programmes are conducted on regular basis;

26.11  Guide all Administrative and HR Officers in the Colleges in carrying out HR initiatives;

26.12  Monitor and guide junior colleagues within the functional unit to help develop their capabilities; and

26.13  Carry out any other works as it may be assigned from time to time.

## 27  Dy. Chief, Administrative Division (Position Level 5)

27.1  Participate in formulation of policies related to management and administrative functions of the University;

27.2  Initiate and propose initiatives to enhance the administrative system of the University;

27.3  Monitor and guide the administrative assistants to effectively carry out the administrative functions at the College/OVC;

27.4  Coordinate important organisational activities such as consecration, foundation day, national events, luncheons and VVIP visits, as and when required;

27.5  Coordinate management of vehicles and its movements in the case of OVC;

27.6  Carry out roles and responsibilities of HR and procurement in colleges;

27.7  Supervise performance of staff within the section; and

27.8    Carry out any other task assigned by the supervisors.

## 28    Dy. Chief, Media and Communications Division (Position Level 5)

28.1    Contribute to development of policies, strategies and guidelines related to communications;

28.2    Carry out all activities related to external communications;

28.3    Collaborate with other departments/Colleges and take responsibility for mass communications relating to any news on external activity within OVC and also with RUB colleges;

28.4    Support the professional growth and development of the staff in the division;

28.5    Prepare plans, programmes and projects related to external relations and communications for the University;

28.6    Prepare progress and annual reports for the division;

28.7    Support the Director of Research and External Relations in monitoring and assessing the performance of staff in the division; and

28.8    Carry out any other task that may be assigned from time to time.

## 29    Dy. Chief, Liaison Division (Position Level 5) based in Colleges

29.1    Contribute to formulation of policies and strategies for enhancement of linkages with external academic institutions and industries through the perspectives of the Colleges;

29.2    Establish and maintain 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;

29.3    Provide the protocol services for international visitors;

29.4    Initiate and support student exchange programmes;

29.5    Facilitate student attachment or internship programmes to the industries;

29.6    Act as the media focal unit on behalf of the college. It involves drafting press releases, updating information on the college website, publishing of college brochures, prospectus, newsletters and annual reports;

29.7    Initiate 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;

29.8    Explore opportunities for research and consultancy in business, industry, government and international organisations and carry out accordingly;

29.9    Explore training needs (in industry, government and NGOs), facilitate the development of training modules with concerned academics and organise trainings; and

29.10  Carry out any task as may be assigned from time to time

**30    Dy. Chief, Procurement Division (Position Level 5)**

30.1    Participate in formulation of policies, standards and guidelines related to procurement of works, services and goods;

30.2    Participate in formulation of standards and guidelines related to management of properties in the University;

30.3    Ensure effective and acceptable methods to float tenders, select suppliers, place orders, procure and supervise on usage of supplies;

30.4    Process for the clearance of consignments;

30.5    Ensure effective management of materials/properties;

30.6    Plan, quantify and project budget requirement for the supply of materials;

30.7    Guide and supervise all the College and OVC on any matters related to invitation of bids, selection, procurement, quality assurance, distribution, mobilisation and monitoring of supplies;

30.8    Plan and initiate any activities that shall have positive impact on improving supply management in the University;

30.9    Advise the University in terms of the types of supply to be procured;

30.10   Coordinate University level tender committee meetings and provide expert advice for making decisions by the committees; and

30.11   Carry out any other tasks assigned by the Superiors.

**31    Dy. Chief, Academic Quality and Enhancement Division (Position Level 5)**

31.1    Assist the Chief to develop and review academic quality assurance and enhancement policies and regulations for the University; disseminate these to the staff of the colleges and monitor their effective implementation.

31.2    Maintain comprehensive and current definitions and documentations of all validated/ reviewed academic programmes of the University.

31.3    Assess, analyse and provide education and training in the area of quality assurance and enhancement for academic staff of the University with support and direction from the Chief.

31.4    Prepare for validations/periodic reviews/resource checks of programmes by collating, editing and printing of validation/review/resource check documentation for programmes. Conduct validations/periodic reviews/resource checks with or without support from the Chief.

31.5    Coordinate and monitor the implementation of annual quality assurance and enhancement activities for all colleges with support from the Chief. Regular and key activities include: submission of annual programme monitoring reports, changes to programmes, and appointment of external examiners including their visits and reports.

31.6 Ensure proper and thorough documentation of programmes in line with the University's requirement. This will involve training and guiding academic staff in the preparation of such documentations with support from the Chief.

31.7 Stays informed of developments in the field of tertiary education quality assurance. Reads pertinent literature, attends meetings and participates in professional associations as appropriate. Establishes and maintains an active network of professional contacts.

31.8 Assist the Chief to organise and conduct meetings of the Programmes and Quality Committee (PQC) through agenda and paper preparation; compilation, circulation; minute taking, writing, distribution, and following up on actions to be taken.

31.9 Undertake other reasonable duties, as determined by the Chief, in areas of quality assurance & enhancement.

## 32 Dy. Chief, Teaching and Learning Division (Position Level 5)

32.1 Contribute to development of university-wide policies and strategies related to Programme initiation and development, learning environment, Teaching & Learning and Assessment;

32.2 Initiate Programme planning of all colleges towards development of University's periodic strategic plans;

32.3 Support constituent colleges to undertake needs analysis in order to establish an appropriate portfolio of Programmes relevant for the University in relation to subject and professional areas, modes of study, level of qualification, and the nature of the Programmes;

32.4 Organise activities for the development of a University-wide Programme developer's guide and support lecturers across the University in implementing the guide;

32.5 Liaising with external bodies, agencies and partners to ensure that Programmes are developed based on the needs, demands and relevancy of stakeholders;

32.6 Coordinate the development and review of plans, project and Programmes, and monitor their implementation, related to Programme planning & development;

32.7 Coordinate activities related to Centre for University Learning & Teaching (CULT) at the OVC including activities, planning and funding;

32.8 Support the activities for networking with external organisations to seek support and collaboration in improving the learning and teaching environment at RUB; and

32.9 Undertake other reasonable duties, as determined by the director/Chief, in areas that do not have clearly defined roles in the Department.

## 33 Dy. Chief, Library Division (Position Level 5)

33.1 Plan and administer programme of library services and submit recommendations on library policies;

33.2 Participate in the development/review of policies and procedures for the operation of the library in the University;

33.3 Study, recommend and administer policies on the purchase of library materials;

33.4 Provide user education and expert services on library;

33.5 Coordinate activities of College's library;

33.6 Analyse and coordinate budget estimates and control expenditures to administer approved budget for the library services;

33.7 Execute activities related to maintenance of library property and services;

33.8 Provide information and materials as requested by the users

33.9 Carry out planning, directing and supervision of a library services in the University;

33.10 Represent University library services in the community groups and other libraries;

33.11 Update library information system;

33.12 Guide, mentor and coach library assistants in the University; and

33.13 Carry out any other task that may be assigned from time to time.

## 34 Dy. Chief, Research and Development Division (Position Level 5) in OVC

34.1 Participate in the development of research policies and procedures;

34.2 Facilitate and support the University's research effort through provision of administrative services and support to manage, develop and promote research, research training, knowledge transfer and innovation;

34.3 Provide advisory support and guidance to academics and student researchers on matters relating to grant development/proposal writing and quality assurance;

34.4 Provide advisory support to academics on matters related to RUB research policies and procedures (e.g. research ethics, quality standards, research dissemination, research commercialisation, intellectual property issues);

34.5 Assist in developing grant applications, research contracts and cooperation agreements with external research organisations, and monitor grant implementation;

34.6 Facilitate participation of academics in high calibre research and development team, such as research think tanks;

34.7 Facilitate dissemination of knowledge arising from research and scholarly activities of iGNHaS through knowledge dissemination events and publications.

34.8 Facilitate capacity development of RUB researches through research trainings, early career researcher support and mentoring, internships, and research attachments;

34.9 Facilitate participation of staff researchers in high calibre research and development team, such as research think tanks;

34.10 Ensure the effective dissemination of knowledge arising from research and scholarly activities of iGNHaS through knowledge dissemination events and publications;

34.11 Support the professional growth and development of the staff in the Department of Research and External Relations (DRER); and

34.12 Coordinate activities related to research, dissemination and documentation in the Colleges;

34.13 Coordinate the management and administration of higher degree research as required by the Research Degree Framework;

34.14 Coordinate activities that foster collaborative research and services with relevant external partners;

34.15 Coordinate the financing of specific research projects as per the directive of College Research Committees (CRC) and policies;

34.16 Coordinate the development of research capacity in the college;

34.17 Organise national and international conferences/seminars;

34.18 Prepare plans and budget proposals for College research and innovation activities;

34.19 Facilitate access to both internal and external sources of research fund for the staff and research centre(s);

34.20 Explore research funding;

34.21 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

34.22 Carry out any task as may be assigned from time to time.

## 35 Dy. Chief, Higher Degree Research Division (Position Level 5)

35.1 Participate in the development and review of research degree policies and procedures;

35.2 Implement research degree policies and procedures;

35.3 Prepare plans, programmes and projects related to research degrees in the University;

35.4 Prepare and submit progress reports including annual reports pertaining to research degrees;

35.5 Provide advisory guidance and support to research degree students and staff on matters relating to thesis supervision, thesis preparation, academic progress, submission, and examination;

35.6 Assist in the nomination and submission of list of external examiners to the Academic Board;

35.7 Submit and dispatch research degree theses (Masters and PhD) for external examination;

35.8 Collate and check examiners' reports on research degree thesis;

35.9 Process research degree awards and notify the candidates;

35.10 Support the professional growth and development of the staff in the division; and

35.11 Carry out any other task that may be assigned from time to time.

## 36 Dy. Chief, External Relation Division (Position Level 5)

36.1 Participate in the development/review of policies, procedures and processes related to external relation and communications;

36.2 Assist the Chief in managing external relations;

36.3 Facilitate study abroad Programmes by providing international Programme orientation on RUB campuses, academic transcripts arrangement, designing papers on study abroad if required, collaborate design of study abroad modules with the external universities, establish external universities' contacts to relevant colleges, and carry out administrative functions relevant to the activities, including: international student recruitment and admission, visa, immigration and protocol;

36.4 Liaise and coordinate with concerned agencies and authorities for faculty visits;

36.5 Draft the MOUs for external linkages;

36.6 Promote external linkages of colleges through establishing networks, communicating, liaising, to link RUB colleges to external universities via OVC; and

36.7 Carry out any tasks as may be assigned from time to time.

## 37 Dy. Chief, Engineering Division (Position Level 5)

37.1 Contribute to the development and formulation of policies related to construction and engineering works.

37.2 Coordinate designs for the development of infrastructures pertaining to landscape and buildings for the University;

37.3 Check field surveys and reports for proposed projects;

37.4 Initiate sub-soil investigation of bridges, pavement designs, retaining structures, drainage and other engineering projects;

37.5 Prepare and supervise the plans and specifications of complete quantity surveys of materials and labour required for engineering projects;

37.6 Inspect the quality of work and control the workmanship;

37.7 Carry out site visit for physical verification of works as per technical sanction accorded;

37.8 Review inspection and test reports of various materials, and engineering drawings and designs;

37.9 Prepare feasibility reports for new or modified projects, and project and programme proposals;

37.10 C-ordinate EIA Programmes;

37.11 Handle general correspondences and administration; and

37.12 Carry out any tasks as may be assigned from time to time.

## 38 Dy. Chief, Planning Division (Position Level 5)

38.1 Coordinate activities for the development of plans, programmes and policies;

38.2 Supervise the implementation of development activities;

38.3 Coordinate and conduct mid-term review meetings and carry out follow up actions on policy recommendations;

38.4 Lead the review and validation progress reports on the implementation of plans and programmes;

38.5 Ensure the evaluation of University's plans and programmes;

38.6 Carry out field visits to monitor and evaluate programmes, projects and plans;

38.7 Collaborate with other colleagues at worksite and towards realising the goals of the organisation;

38.8 Facilitate to process supplementary ,re- appropriation, transfer and withdrawal with GHNC.

38.9 Compile budget proposals and prepare annual work plan for submission to APRC/ University Council/ Ministry of Finance/GHNC

38.10 Lead budget discussion with Ministry of Finance

38.11 Review and prepare release statement

38.12 Facilitate to process supplementary ,re- appropriation, transfer and withdrawal with GHNC

38.13 Manage donor funded projects

38.14 Carry out any other works as it may be assigned from time to time.

## 39 Dy. Chief, Business and Development Division (Position Level 5)

39.1 Initiate/coordinate preparation of strategies for the diversification of income;

39.2 Identify services that could generate revenues for the University and facilitate the Colleges in carrying out the activities;

39.3 Coordinate central activities related to University services for generation of funds as and when identified;

39.4 Develop various project proposals in coordination with relevant officials in support of various activities of the University;

39.5 Implement/facilitate such programmes or projects and ensure timely implementation as per the requirement of the development partners and the University;

39.6 Develop in coordination with the Communications Officer various promotional materials related to the services of the University;

39.7 Liaise with potential partners and industries to carry out fund mobilisation activities; and

39.8 Carry out any other task that may be assigned from time to time.

## 40 Dy. Chief, Finance Division (Position Level 7)

40.1 Ensure that accounting procedures and internal control systems are exercised at all times by strictly following the rules and regulations;

40.2 Ensure technical support to ensure that funds are spent and managed according to the overall plans and policies of the University;

40.3 Lead the preparation of financial progress reports, financial statement and other related reports for submission to College/OVC Finance Committee and to the OVC for consolidation of financial statements at the University level;

40.4 Lead the preparation of budget proposals for OVC/Colleges and submit to the DPR.

40.5 Ensure release requests are made on time

40.6 Recommend budget adjustments such as supplementary appropriations, transfers, and re-appropriations, transfers and withdrawals

40.7 Review budget status and prepare Revised Estimates for OVC/College on a quarterly basis;

40.8 Facilitate the preparation of mid-year budget reviews for OVC/College;

40.9 Study expenditure patterns as per the approved budget to facilitate better implementation and proper expenditure reporting;

40.10 Oversee the management of donor funded projects in terms of fund release, fund receipt and fund balance for recommending any additional release or advance for externally funded projects; and

40.11 Coordinate management of vehicles and its movements in the case of Colleges; and

40.12 Perform any task that may be assigned from time to time.

## 41 Dy. Chief, ICT Division  (Position Level 5)

41.1 Contribute to the development of policies in the area of ICT and translation of these policies where appropriate into projects and work plans;

41.2 Advice and support in the development of organisation's ICT infrastructure and applications systems;

41.3 Plan and coordinate procurement of facilities related to information technology;

41.4 Establish and enforce application standards;

41.5 Manage staff training in information technology and knowledge management;

41.6 Ensures that the organisation's databases conform to the technical standards followed in the country;

41.7 Provide substantive input into the development of policies and priorities with respect to ICT project matters;

41.8 Coordinate the development of appropriate guidelines and classification systems;

41.9 Co-ordinate and facilitate the implementation of College/OVC ICT projects and work plan;

41.10 Maintain detailed documentation of all work performed, sufficient to allow independent generation of the same process and the results.

41.11 Prepare annual work plan and implement for the concerned functional unit; and

41.12 Carry out any other task that may be assigned from time to time.

# Professional Position Category (Position Level 6)

## 42 Senior Legal Officer (Position Level 6)

42.1 Provide legal advices in the formulation of rules, regulations and manuals;

42.2 Draft in coordination with the concerned officials various contract documents, legal documents and MOUs and other agreements that has legal implications;

42.3 Provide legal advice to various decision making processes;

42.4 Liaise with legal bodies in seeking legal advises and support services;

42.5 Carry out litigation with the Office of the Attorney General on behalf of the University and attending to court summons;

42.6 Represent the University in arbitration;

42.7 Coordinate dispute resolution on behalf of the University and the Colleges;

42.8 Act as focal person for any legal issues related to the University; and

42.9 Carry out any other task that may be assigned from time to time.

## 43 Senior Internal Auditor (Position Level 6)

43.1 Study various operational systems and propose recommendations to minimise audit memos;

43.2 Contribute to formulation of policies and monitor effectiveness of governance and transparency including the decision-making processes;

43.3 Initiate risk management processes so as to ensure safe financial health of the University while venturing into various businesses;

43.4 Monitor and assess the service delivery in the University against the TAT and SOP;

43.5 Carry out HR auditing to ensure that HR is optimally utilised and that overall HR administration has been carried out uniformly as per the prevailing rules and regulations;

43.6 Conduct and coordinate both statutory and external auditing, and ensure that audits are carried out timely;

43.7 Follow up on the audit memos and monitor the implementation of audit memos with the colleges and OVC such as replying to audit memo, recovering dues, processing write-off of irrecoverable dues etc.; and

43.8 Carry out any other task that may be assigned from time to time.

## 44 Senior Student Service Officer (Position Level 6)

44.1 Participate in formulation of policies related to student services;

44.2 Implement student service policies and processes;

44.3 Maintain records of students for any kind of support and services both during and after graduation;

44.4 Carry out selection and registration of students in accordance with the policy;

44.5 Provide technical support to the Colleges to look after the welfare and care of the students;

44.6 Participate in the development of policies, strategies and systems in making campuses a safe, inclusive and respectful environment for living and learning; in particular, shaping a high quality residential experience for student in the University;

44.7 Monitor the implementation of students service systems and policies by the Colleges;

44.8 Study student service systems in the University and recommend strategies for the improvement; and

44.9 Carry out any other duties as may be assigned from time to time.

## 45 Senior Residence Coordinator (Position Level 6)

45.1 Develop and implement in consultation with Dean of Student Affairs, strategies and systems to ensure effective and efficient student support services in the College;

45.2 Support the Dean of Student Affairs to look after the welfare and care of the students for the designated residential areas/hostels;

45.3 Contribute to providing a safe, inclusive and respectful environment for living and learning; in particular, shaping a high quality residential experience for student in the College;

45.4 Establish a college-wide system for the induction of students to hostels and familiarise them to student rules, regulations, common norms and standards in the hostels;

45.5 Develop and implement a system for the residence coordinator to coordinate with the academic advisor to monitor and support student learning;

45.6 Devise strategies to efficiently manage and administer student affairs for the given residential area including record keeping;

45.7 Listen to students' problems and help them to find resolutions where relevant and refer students to appropriate services such as Student Support, Disability Services, Counseling, medical services, management etc;

45.8 Manage hostel facilities and its surroundings in terms of cleanliness and upkeep of the facilities and any issue arising among students;

45.9 Coordinate and support student activities for the hostel related to social and community services, literary activities, social engagements and other useful events; and

45.10 Any other duties as may be assigned by the President/Dean Student Affairs from time to time.

## 46   Senior Examination and Student Record Officer (Position Level 6)

46.1 Contribute to formulation of strategies and systems to ensure effective and efficient admission and student records systems in the College;

46.2 Contribute to admission and student records policy and admission policy of the University;

46.3 Implement the system by way of maintaining up-to-date details of admission and selection criteria of students and to work our detailed numbers of annual student intake;

46.4 Conduct admission and registration of students in coordination with the Dean or Academic Affairs and Office of the Registrar;

46.5 Prepare award list for the academics to award marks for students;

46.6 Plan and prepare examination related works like examination schedule, sitting arrangement & conduct of exams etc;

46.7 Receive results from the Programme Board of Examiners and prepare academic transcripts;

46.8 Ensure safe keeping of student records including transcripts;

46.9 Maintain and update annual student statistics;

46.10 Maintain student records and issue documents; and

46.11 Carry out any other tasks as may be assigned from time to time.

**47    Senior Human Resource Officer (Position Level 6)**

47.1    Involve in the formulation, review and recommendation of HR policies and programmes.

47.2    Implement HR Rules & Regulations, plans and programmes and provide technical support to the Colleges;

47.3    Participate in organisational development exercises to develop human resource development and management plans;

47.4    Formulate, propose and carry out projects related to the development of human resources;

47.5    Identify and address development needs of staff;

47.6    Identify poor performers and suggest measures for their improvement to the management;

47.7    Explore open scholarship opportunities for the development of staff in the College/OVC;

47.8    Coordinate monitoring and facilitating services for those who are undergoing long-term professional development programmes in order to ensure successful completion of the programme;

47.9    Coordinate induction, orientation and continual work place based professional development programmes on regular basis;

47.10   Guide all Administrative and HR Officers in the constituent Colleges in carrying out HR initiatives; and

47.11   Carry out any other works as it may be assigned from time to time.

**48    Senior Administrative Officer (Position Level 6)**

48.1    Participate in formulation of policies related to management and administrative functions of the University;

48.2    Contribute to development of systems to enhance effective administrative system of the University;

48.3    Monitor and guide the administrative assistants to effectively carry out the administrative functions at the College/OVC;

48.4    Coordinate important organisational activities such as consecration, foundation day, national events, luncheons and VVIP visits, as and when required;

48.5    Carry out roles and responsibilities of HR and procurement in colleges;

48.6    Coordinate management of vehicles and its movements in the case of OVC;

48.7    Oversee the performance of subordinates as assigned by the college management; and

48.8    Carry out any other task assigned by the Supervisors.

**49    Senior Media and Communications Officer (Position Level 6)**

49.1    Contribute to development of policies, strategies and guidelines related to communications;

49.2    Carry out all activities related to external communications;

49.3    Collaborate with other departments/Colleges and take responsibility for mass communications relating to any news on external activity within OVC and also with RUB colleges;

49.4    Prepare plans, programmes and projects related to external relations and communications for the University;

49.5    Prepare progress reports and annual report for the division in the area of external relations and communications; and

49.6    Carry out any other task that may be assigned from time to time.

**50    Senior Liaison Officer (Position Level 6) based in Colleges**

50.1    Contribute to formulation of policies and strategies for enhancement of linkages with external academic institutions and industries through the perspectives of the Colleges;

50.2    Establish and maintain 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;

50.3    Provide the protocol services for international visitors;

50.4    Initiate and support student exchange programmes;

50.5    Facilitate student attachment or internship programmes to the industries;

50.6    Act as the media focal unit on behalf of the college. It involves drafting press releases, updating information on the college website, publishing of college brochures, prospectus, newsletters and annual reports;

50.7    Contribute 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;

50.8    Explore opportunities for research and consultancy in business, industry, government and international organisations and carry out accordingly;

50.9    Explore training needs (in industry, government and NGOs), facilitate the development of training modules with concerned academics and organise trainings; and

50.10  Carry out any task as may be assigned from time to time

**51    Senior Procurement Officer (Position Level 6)**

51.1    Contribute to formulation of policies, standards and guidelines related to procurement of works, services and goods;

51.2    Contribute to formulation of standards and guidelines related to management of properties in the University;

51.3    Implement rules and regulations to float tenders, select suppliers, place orders, procure and supervise on usage of supplies;

51.4    Process for the clearance of consignments;

51.5    Ensure effective management of materials/properties;

51.6    Plan, quantify and project budget requirement for the supply of materials;

51.7    Guide and supervise all the College and OVC on any matters related to invitation of bids, selection, procurement, quality assurance, distribution, mobilisation and monitoring of supplies;

51.8    Plan and initiate any activities that shall have positive impact on improving supply management in the University;

51.9    Advise the University in terms of the types of supply to be brought in to the University;

51.10   Coordinate university tender committee meetings and provide expert advice for making decisions by the committees; and

51.11   Carry out any other tasks assigned by the Superiors.

**52    Senior Academic Quality Officer (Position Level 6)**

52.1    Assist the Chief/Deputy Chief to develop and review academic quality assurance and enhancement policies and regulations for the University; disseminate these to the staff of the colleges and monitor their effective implementation.

52.2    Maintain comprehensive and current definitions and documentations of all validated/ reviewed academic programmes of the University.

52.3    Assess, analyse and provide education and training in the area of quality assurance and enhancement for academic staff of the University with support and direction from the Chief/Deputy Chief.

52.4    Prepare for validations/periodic reviews/resource checks of programmes by collating, editing and printing of validation/review/resource check documentation for programmes. Assist the Chief/Deputy Chief in the coordination and conduct of validations/periodic reviews/resource checks.

52.5    Assist the Chief/Deputy Chief to coordinate and monitor annual quality assurance activities for all colleges. Regular and key activities include: submission of annual programme monitoring reports, changes to programmes, and appointment of external examiners including their visits and reports.

52.6 Ensure proper and thorough documentation of programmes in line with the University's requirement. This will involve training and guiding academic staff in the preparation of such documentations with support from the Chief/Deputy Chief.

52.7 Stays informed of developments in the field of tertiary education quality assurance. Reads pertinent literature, attends meetings and participates in professional associations as appropriate. Establishes and maintains an active network of professional contacts.

52.8 Assist the Chief/Deputy Chief to organise and conduct meetings of the Programmes and Quality Committee (PQC) through agenda and paper preparation; compilation, circulation; minute taking, writing, distribution, and following up on actions to be taken.

52.9 Undertake other reasonable duties, as determined by the Chief/Deputy Chief, in areas of quality assurance & enhancement.

**53    Senior Teaching and Learning Officer (Position Level 6)**

53.1 Assist the Chief to develop and implement university-wide policies and strategies related to Programme initiation and development, learning environment, Teaching & Learning and Assessment;

53.2 Initiate Programme planning of all colleges towards development of University's periodic strategic plans;

53.3 Support constituent colleges to undertake needs analysis in order to establish an appropriate portfolio of Programmes relevant for the University in relation to subject and professional areas, modes of study, level of qualification, and the nature of the Programmes;

53.4 Organise activities for the development of a University-wide Programme developer's guide and support lecturers across the University in implementing the guide;

53.5 Liaising with external bodies, agencies and partners to ensure that Programmes are developed based on the needs, demands and relevancy of stakeholders;

53.6 Coordinate the development and review of plans , project and Programmes, and monitor their implementation, related to Programme planning & development;

53.7 Coordinate activities related to Centre for University Learning & Teaching (CULT) at the OVC including activities, planning and funding;

53.8 Support the activities for networking with external organisations to seek support and collaboration in improving the learning and teaching environment at RUB; and

53.9 Undertake other reasonable duties, as determined by the director/Chief, in areas that do not have clearly defined roles in the Department.

**54    Senior Librarian (Position Level 6)**

54.1    Plan and administer programme of library services and submit recommendations on library policies;

54.2    Participate in the development/review of policies and procedures for the operation of the library in the University;

54.3    Study and recommend and administer policies on the purchase of library materials;

54.4    Coordinate activities of College's library;

54.5    Teach, conduct research and provide expert services on library;

54.6    Analyse and coordinate budget estimates and control expenditures to administer approved budget for the library services;

54.7    Execute activities related to maintenance of library property and services;

54.8    Carry out planning, directing and supervision of a library services in the College;

54.9    Represent University library services in the community groups and other libraries;

54.10   Update library information system;

54.11   Guide, mentor and coach library assistants in the College; and

54.12   Carry out any other task that may be assigned from time to time.

**55    Senior Research Officer - Research and Development (Position Level 6) in OVC**

55.1    Contribute to the development of research policies and procedures;

55.2    Facilitate and support the University's research effort through provision of administrative services and support to manage, develop and promote research, research training, knowledge transfer and innovation;

55.3    Provide advisory support and guidance to academics and student researchers on matters relating to grant development/proposal writing and quality assurance;

55.4    Provide advisory support to academics on matters related to RUB research policies and procedures (e.g. research ethics, quality standards, research dissemination, research commercialisation, intellectual property issues);

55.5    Assist in developing grant applications, research contracts and cooperation agreements with external research organisations, and monitor grant implementation;

55.6    Facilitate participation of academics in high calibre research and development team, such as research think tanks;

55.7    Facilitate dissemination of knowledge arising from research and scholarly activities of iGNHaS through knowledge dissemination events and publication;

55.8 Facilitate capacity development of RUB researches through research trainings, early career researcher support and mentoring, internships, and research attachments;

55.9 Facilitate participation of staff researchers in high calibre research and development team, such as research think tanks; and

55.10 Carry out any other task that may be assigned from time to time.

55.11 Coordinate activities related to research, dissemination and documentation in the Colleges;

55.12 Coordinate the management and administration of higher degree research as required by the Research Degree Framework;

55.13 Coordinate activities that foster collaborative research and services with relevant external partners;

55.14 Coordinate the financing of specific research projects as per the directive of CRCs and policies;

55.15 Coordinate the development of research capacity in the college;

55.16 Organise national and international conferences/seminars;

55.17 Prepare plans and budget proposals for College research and innovation activities;

55.18 Explore and facilitate access to both internal and external sources of research fund for the staff and research centre(s);

55.19 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

55.20 Carry out any task as may be assigned from time to time.

## 56 Senior Research Officer - Higher Degree Research (Position Level 6)

56.1 Participate in the development and review of research degree policies and procedures;

56.2 Implement research degree policies and procedures;

56.3 Prepare plans, programmes and projects related to research degrees in the University;

56.4 Prepare and submit progress reports including annual reports pertaining to research degrees;

56.5 Provide advisory guidance and support to research degree students and staff on matters relating to thesis supervision, thesis preparation, academic progress, submission, and examination;

56.6 Assist in the nomination and submission of list of external examiners to the Academic Board;

56.7 Submit and dispatch research degree theses (Masters and PhD) for external examination;

56.8 Collate and check examiners' reports on research degree thesis;

56.9 Process research degree awards and notify the candidates; and

56.10 Carry out any other task that may be assigned from time to time.

## 57 Senior External Relations Officer (Position Level 6)

57.1 Participate in the development/review of policies, procedures and processes related to external relation;

57.2 Facilitate study abroad programmes by providing international programme orientation on RUB campuses, academic transcripts arrangement, designing papers on study abroad if required, collaborate design of study abroad modules with the external universities, establish external universities' contacts to relevant colleges, and carry out administrative functions relevant to the activities, including: international student recruitment and admission, visa, immigration and protocol;

57.3 Liaise and coordinate with concerned agencies and authorities for staff visits;

57.4 Draft the MOUs for external linkages;

57.5 Promote external linkages of colleges through establishing networks, communicating, liaising, to link RUB colleges to external universities via OVC; and

57.6 Carry out any tasks as may be assigned from time to time.

## 58 Senior Engineer (Position Level 6)

58.1 Contribute to development of policies, standards and guidelines for the development of infrastructure and procurement of works;

58.2 Contribute to designing of master plans for the University campuses including landscaping;

58.3 Check field surveys and reports for proposed projects;

58.4 Initiate sub-soil investigation of bridges, pavement designs, retaining structures, drainage and other engineering projects;

58.5 Prepare and supervise plans and specifications of complete quantity surveys of materials and labour required for engineering projects;

58.6 Inspect the quality of work and control the workmanship;

58.7 Carry out site visit for physical verification of works as per technical sanction accorded;

58.8 Review inspection and test reports of various materials;

58.9 Review the preparation of engineering drawings and designs;

58.10 Prepare feasibility reports for new or modified projects, and project and programme proposals;

58.11 C-ordinate EIA Programmes;

58.12 Handle general correspondences and administration; and

58.13 Carry out any tasks as may be assigned from time to time.

## 59    Sr. Planning Officer (Position Level 6)

59.1    Coordinate activities for the development of plans, programmes and policies;

59.2    Support in supervision of the implementation of development activities;

59.3    Coordinate and conduct mid-term review meetings and carry out follow up actions on policy recommendations;

59.4    Review and validate progress reports on the implementation of plans and programmes;

59.5    Carry out the evaluation of University's plans and programmes;

59.6    Carry out field visits to monitor and evaluate programmes, projects and plans;

59.7    Collaborate with other colleagues at worksite and towards realising the goals of the organisation;

59.8    Facilitate to process  supplementary ,re- appropriation, transfer and withdrawal with GHNC.

59.9    Compile budget proposals and prepare annual work plan for submission to APRC/ University Council/ Ministry of Finance/GHNC

59.10  Execute budget discussion with Ministry of Finance

59.11  Review and prepare release statement

59.12  Facilitate to process  supplementary ,re- appropriation, transfer and withdrawal with GHNC

59.13  Manage donor funded projects

59.14  Carry out any other works as it may be assigned from time to time.

## 60    Senior Business and Development Officer (Position Level 6)

60.1    Initiate/coordinate preparation of strategies for the diversification of income;

60.2    Identify services that could generate revenues for the University and facilitate the Colleges in carrying out the activities;

60.3    Coordinate central activities related to University services for generation of funds as and when identified;

60.4    Develop various project proposals in coordination with relevant officials in support of various activities of the University;

60.5    Implement/facilitate such programmes or projects and ensure timely implementation as per the requirement of the development partners and the University;

60.6    Develop in coordination with the Communications Officer various promotional materials related to the services of the University;

60.7    Liaise with potential partners and industries to carry out fund mobilisation activities; and

60.8    Carry out any other task that may be assigned from time to time.

## 61    Sr. Finance Officr (Position Level 7)

61.1    Exercise accounting procedures and internal control systems at all times by strictly following the rules and regulations;

61.2    Review and validate transactions related to allowances, arrear claims and other payables to minimise error;

61.3    Facilitate auditing through production of all records and evidences;

61.4    Provide appropriate technical support to ensure that funds are spent and managed according to the overall plans and policies of the University;

61.5    Prepare financial progress reports, financial statement and other related reports for submission to College/OVC Finance Committee and to the OVC for consolidation of financial statements at the University level;

61.6    Prepare budget proposals for OVC/College and submit to the DPR University.

61.7    Participate in budget discussions;

61.8    Process release requests

61.9    Review and recommend budget adjustments such as supplementary appropriations, transfers, and re-appropriations, transfers and withdrawals

61.10   Review budget status and prepare Revised Estimates for OVC/College on a quarterly basis;

61.11   Facilitate the preparation of mid-year budget reviews for OVC/College;

61.12   Review expenditure patterns as per the approved budget to facilitate better implementation and proper expenditure reporting;

61.13   Manage donor funded projects in terms of fund release, fund receipt and fund balance for recommending any additional release or advance for externally funded projects;

61.14   Correspond with relevant agencies on issues related to deposits, releases and transfer of fund in the budget fund accounts;

61.15  Coordinate management of vehicles and its movements in the case of Colleges; and

61.16  Perform any task that may be assigned from time to time.

61.17  Coordinate management of vehicles and its movements in the case of Colleges; and

61.18  Perform any task that may be assigned from time to time.

## 62   Senior ICT Officer (Position Level 6)

62.1   Facilitate the development of policies in the area of ICT and translation of these policies where appropriate into projects and work plans;

62.2   Contribute to development of organisation's infrastructure and applications systems;

62.3   Plan and coordinate procurement of facilities related to information technology;

62.4   Establish and enforce application standards;

62.5   Manage staff professional development in information technology and knowledge management;

62.6   Ensures that the organisation's databases conform to the technical standards followed in the country;

62.7   Provide substantive input into the development of policies and priorities with respect to ICT project matters;

62.8   Coordinate the development of appropriate guidelines and classification systems;

62.9   Co-ordinate and facilitate the implementation of College/OVC projects and work plan;

62.10  Maintain detailed documentation of all work performed, sufficient to allow independent generation of the same process and the results;

62.11  Prepare annual work plan and implement for the concerned functional unit; and

62.12  Carry out any other task that may be assigned from time to time.

# Professional Position Category (Position Level 7)

## 63   Legal Officer (Position Level 7)

63.1   Assist with legal advices in the formulation of rules, regulations and manuals;

63.2   Assist the concerned officials in drafting of contract documents, legal documents and MOUs and other agreements that has legal implications;

63.3   Liaise with legal bodies in seeking legal advises and support services;

63.4   Assist with litigation works with the Office of the Attorney General on behalf of the University and attend to court summons;

63.5   Represent the University in arbitration;

63.6    Assist the dispute resolution works on behalf of the University and the Colleges;

63.7    Act as focal person for any legal issues related to the University; and

63.8    Carry out any other task that may be assigned from time to time.

## 64    Internal Auditor (Position Level 7)

64.1    Study various operational systems and propose recommendations to minimise audit memos;

64.2    Organise various consultative meetings for the formulation of policies related to improvement of systems that ensures transparency, compliance with rules and consistency in the implementation of various policies;

64.3    Monitor and assess the service delivery in the University against the TAT and SOP;

64.4    Carry out HR auditing to ensure that HR is optimally utilised and that overall HR administration has been carried out uniformly as per the prevailing rules and regulations;

64.5    Organise statutory and external auditing, and ensure that audits are carried out timely;

64.6    Follow up on the audit memos and monitor the implementation of audit memos with the colleges and OVC such as replying to audit memo, recovering dues, processing write-off of irrecoverable dues etc.; and

64.7    Carry out any other task that may be assigned from time to time.

## 65    Student Service Officer (Position Level 7)

65.1    Implement policies, procedures and processes related to student services in the University;

65.2    Maintain records of students for any kind of support and services both during and after graduation;

65.3    Maintain up-to-date information on students for any kind of studies by programme area, level of programme, gender, nationality etc.;

65.4    Carry out student selection and registration of students in an effective, efficient and in accordance with the policy;

65.5    Provide administrative support as required to the Dean of Student Affairs to look after the welfare and care of the students;

65.6    Organise committee meetings related to students services and draft minutes and communicate follow-ups with the relevant members;

65.7    Liaise with the colleges and update student selection criteria;

65.8    Conduct student selection and admission required to be done centrally; and

65.9   Carry out any other duties as may be assigned by the Registrar from time to time.

**66    Residence Coordinator (Position Level 7)**

66.1   Look after the welfare and care of the students for the designated residential areas/ hostels;

66.2   Provide safe, inclusive and respectful environment for living and learning; in particular, shaping a high quality residential experience for student in the designated residential areas/hostels;

66.3   Induct students to hostels and familiarise them to student rules, regulations, common norms and standards in the hostels;

66.4   Coordinate with the academic advisor to monitor and support student learning;

66.5   Manage and administer student affairs for the given residential area including record keeping;

66.6   Listen to students' problems and help them to find resolutions where relevant and refer students to appropriate services such as student support, disability services, counselling, medical services, management etc;

66.7   Manage hostel facilities and its surroundings in terms of cleanliness and upkeep of the facilities;

66.8   Coordinate and support student activities for the hostel related to social and community services, literary activities, social engagements and other useful events; and

66.9   Any other duties as may be assigned by the President/Dean Student Affairs from time to time.

**67    Examination and Student Records Officer (Position Level 7)**

67.1   Implement strategies and systems to ensure effective and efficient admission and student records systems in the College;

67.2   Maintain up-to-date details of admission and selection criteria of students and work out detailed numbers of annual student intake;

67.3   Conduct admission and registration of students in coordination with the Dean of Academic Affairs and Office of the Registrar;

67.4   Prepare award list for the academics to award marks for students;

67.5   Plan and prepare examination related works like examination schedule, sitting arrangement & conduct of exams etc;

67.6   Receive results from the Programme Board of Examiners and prepare academic transcripts;

67.7   Ensure safe keeping of student records including transcripts;

67.8    Maintain and update annual student statistics.

67.9    Maintain student records and issue documents; and

67.10   Carry out any other tasks as may be assigned from time to time.

## 68    Human Resource Officer (Position Level 7)

68.1    Independently organise major HR management works such as promotion, recruitment, leave, transfer, grievances and performance management as per policies, plans and programmes;

68.2    Independently organise major HR development works such as orientation, induction, professional development programmes and employment counselling activities as per policies, plans and programmes;

68.3    Search for open scholarships and fellowships and inform relevant staff to apply;

68.4    Implement HR Rules and Regulations and provide technical support to the Colleges;

68.5    Ensure that human resource information is maintained up to date;

68.6    Participate in preparing the overall Human Resource Management and Development Plans;

68.7    Serve as meeting secretary and interview assistant in drafting minutes, writing reports, and preparing proposals; and

68.8    Carry out any other work as it may be assigned from time to time.

## 69    Administrative Officer (Position Level 7)

69.1    Implement activities in relation to administration of the University like personal administration, property management/ maintenance, budget requirements, procurement of office materials etc.;

69.2    Coordinate various activities of the University/College as and when required including official dinners/lunches hosted by the University/College;

69.3    Initiate and coordinate the preparation of annual work plan related to administrative and management functions;

69.4    Liaise with other relevant organisations with regard to the administrative matters;

69.5    Supervise the performance of staff within the section;

69.6    Organise meetings, workshops and related sessions in the area of administration and management;

69.7    Coordinate management of vehicles and its movements in the case of OVC;

69.8    Prepare budget proposals and estimates for the assigned unit; and

69.9    Carry out any other task assigned by the Supervisors.

**70    Media and Communications Officer (Position Level 7)**

70.1   Contact departments within OVC and Colleges and draft news/reports to be shared with the public;

70.2   Organise for publication of promotional materials such as prospectus, brochures, newsletters etc.

70.3   Organise meetings and related activities for the promotion of external relations and communications. The specific duties include mainly the secretarial support in terms of keeping minutes and communicating follow-ups with the relevant members;

70.4   Draft plans, programmes, projects for the development of external relations and communications;

70.5   Draft and submit progress reports and annual report of the Division;

70.6   Maintain up to date information on study abroad conditions at RUB on website, international student portals; and

70.7   Carry out any other task that may be assigned from time to time.

**71    Liaison Officer (Position Level 7) based in Colleges**

71.1   Implement policies and strategies related to linkages with external academic institutions and industries;

71.2   Implement plans, programmes or projects related to 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;

71.3   Provide protocol services for international visitors;

71.4   Initiate and support student exchange programmes;

71.5   Facilitate student attachment or internship programmes to the industries;

71.6   Act as the media focal unit on behalf of the college. It involves drafting press releases, updating information on the college website, publishing of college brochures, prospectus, newsletters and annual reports;

71.7   Implement plans related to creation and enrichment of lifelong bond with alumni and connect them to the students and academics of the college;

71.8   Implement projects related to research and consultancy in business, industry, government and international organisations and carry out accordingly;

71.9   Organise training and development programmes (for industry, government and NGOs),; and

71.10  Carry out any task as may be assigned from time to time

## 72 Procurement Officer (Position Level 7)

72.1 Coordinate meeting and activities related to formulation of policies, standards and guidelines related to procurement of works, services and goods;

72.2 Floats tenders, select suppliers, place orders, procure and monitor supplies;

72.3 Maintain reports and records of the materials procured;

72.4 Advise Colleges/OVC on methods to float tenders, select suppliers, place orders, procure and supervise on usage of supplies;

72.5 Plan, quantify and project the budget requirement for the supply of materials;

72.6 Participate in planning to develop initiatives that will have positive impact on improving supply management in the University;

72.7 Participate in tender committee and related meetings; and

72.8 Carry out any other tasks assigned by the Supervisor.

## 73 Academic Quality Officer (Position Level 7)

73.1 Disseminate academic quality assurance and enhancement regulations and policies of the University to colleges and monitor their effective implementation with support from senior staff of the Division.

73.2 Maintain comprehensive and current definitions and documentations of all validated/ reviewed academic programmes of the University.

73.3 Support senior staff of the Division in the conduct of professional development related to quality assurance and enhancement for academic staff in colleges.

73.4 Prepare for validations/periodic reviews/resource checks of programmes by collating, editing and printing of validation/review/resource check documentation for programmes; and assist senior staff of the Division in the conduct of these activities.

73.5 Assist senior staff of the Division to coordinate and monitor annual quality assurance activities such as submission of annual programme monitoring reports, changes to programmes, and appointment of external examiners including their visits and reports

73.6 Ensure proper and thorough documentation of programmes in line with the University's requirement. This will involve training and guiding academic staff in the preparation of such documentations with support from senior staff of the Division.

73.7 Stays informed of developments in the field of tertiary education quality assurance. Reads pertinent literature, attends meetings and participates in professional associations as appropriate. Establishes and maintains an active network of professional contacts.

73.8 Assist senior staff to organise and conduct meetings of the Programmes and Quality Committee (PQC) through agenda and paper preparation; compilation, circulation; minute taking, writing, distribution, and following up on actions to be taken.

73.9 Look after logistics such as arranging meeting rooms, accommodation, and catering for meetings/activities related to quality assurance and enhancement.

73.10 Undertake other reasonable duties, as determined by senior staff in the Division, in the areas of quality assurance & enhancement.

## 74 Teaching and Learning Officer (Position Level 7)

74.1 Implement university-wide policies and strategies related to Programme initiation and development, learning environment, Teaching & Learning and Assessment;

74.2 Organise and facilitate meetings and workshops for Programme planning with the Colleges towards development of University's periodic strategic plans;

74.3 Provide necessary administrative support to the colleges to undertake needs analysis in order to establish an appropriate portfolio of Programmes relevant for the University in relation to subject and professional areas, modes of study, level of qualification, and the nature of the Programmes;

74.4 Implement university-wide Programme developer's guide and provide technical guidance to the lecturers across the University in implementing the guide;

74.5 Liaise with external bodies, agencies and partners to ensure that Programmes are developed based on the needs, demands and relevancy of stakeholders;

74.6 Draft plans, Programmes and projects related to Programme planning & development;

74.7 Monitor and compile progress reports on the implementation of plans, Programmes and projects related to Programme planning and development;

74.8 Provide clerical support for teaching/learning awards for staff;

74.9 Provide clerical support for networking with external organisations to seek support and collaboration in improving the learning and teaching environment at RUB; and

74.10 Undertake other reasonable duties, as determined by the director/Chief, in areas that do not have clearly defined roles in the Department.

## 75 Librarian (Position Level 7)

75.1 Execute activities related to maintenance of library property;

75.2 Update library information system;

75.3 Plan, implement and/or enhance library automation projects and services; and

75.4 Teach, conduct research and provide expert services on library;

75.5 Perform administrative duties of the library development programme, supervises work within the College in the area of referencing, circulation, acquisition and binding etc.;

75.6 Carry out annual work planning for the development of library services and implement;

75.7 Provide reference and reader's advisory services to library users;

75.8 Perform varied and/or specialised professional library work such as collection development, acquisition, evaluation and selection, discarding, weeding and withdrawal of library materials;

75.9 Develop and conduct Programmes, multi-media programmes, within the College;

75.10 Make administrative decisions for assigned area;

75.11 Assist in the preparation of budget proposals and estimates for the College library; and

75.12 Carry out any other task assigned by the Supervisors.

## 76 Research Officer - Research and Development (Position Level 7) in OVC

76.1 Provide support services to manage, develop and promote research, research training, knowledge transfer and innovation;

76.2 Draft proposals/progress reports/promotional materials related to research and development;

76.3 Support the iGNHaS Secretariat in the preparation of the institute's annual plan and the annual report;

76.4 Organise meetings and other events of the Research and Innovations Committee and activities related to dissemination of the decisions and follow-ups arising from these;

76.5 Support in preparation of annual plans and annual reports;

76.6 Organise activities for dissemination of information arising from research and scholarly activities of iGNHaS such as publications, research conferences, public talks, seminars, workshops etc;

76.7 Coordinate activities for linkages with external institutions for research partnerships;

76.8 Organise capacity development programmes for researches such as research trainings, early career researcher support and mentoring, internships, and research attachments; and

76.9 Carry out any other works as it may be assigned from time to time.

**77  Research Officer - Research and Development (Position Level 7) in Colleges**

77.1  Implement research policies at the colleges based on overall University research policy and college level policies;

77.2  Carry out activities related to research, dissemination and documentation in the Colleges;

77.3  Coordinate the management and administration of higher degree research as required by the Research Degree Framework;

77.4  Carry out activities that foster collaborative research and services with relevant external partners;

77.5  Implement research grants based on framework developed by the College;

77.6  Organise programmes for the development of research capacity in the College;

77.7  Organise national and international conferences/seminars;

77.8  Prepare plans and budget proposals for College research and innovation activities;

77.9  Explore and facilitate access to both internal and external sources of research fund for the staff and research centre(s);

77.10  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

77.11  Carry out any task as may be assigned from time to time.

**78  Research Officer – Higher Degree Research (Position Level 7)**

78.1  Draft plans, programmes and projects related to research degrees in the University;

78.2  Draft progress reports including annual reports pertaining to research degrees;

78.3  Facilitate advisory guidance and support to research degree students and staff on matters related to thesis supervision, thesis preparation, academic progress, submission, and examination;

78.4  Conduct meetings and other events of the Research Degrees Committee and ensure proper documentation and dissemination of the decisions and follow-ups arising from these;

78.5  Carry out secretarial works for the submission and dispatch of research degree theses (Masters and PhD) for external examination;

78.6  Compile and document examiners' reports on research degree thesis;

78.7  Provide clerical support for research degree awards and notify the candidates; and

78.8  Carry out any other task that may be assigned from time to time

**79    External Relations Officer (Position Level 7)**

79.1    Organise all necessary activities for the management of external relations;

79.2    Liaise with concerned College and academic institutions abroad for implementation of study aboard programmes;

79.3    Provide logistical support to international students in terms of organising international orientation programme on RUB campuses, and recruitment and admission of international students;

79.4    Carry out all administrative works to facilitate staff visits; and

79.5    Carry out any other tasks that may be assigned from time to time.

**80    Engineer  (Position Level 7)**

80.1    Check field surveys and report for proposed projects;

80.2    Initiate sub-soil investigation of bridges, pavement designs, retaining structures, drainage and other engineering projects;

80.3    Prepare and supervise plans and specifications of complete quantity surveys of materials and labour required for engineering projects;

80.4    Inspect the quality of works and control the workmanship;

80.5    Carry out site visit for physical verification of works as per technical sanction accorded;

80.6    Prepare feasibility reports for new or modified projects, and project and programme proposals;

80.7    Review inspection and test reports of various materials;

80.8    Review the preparation of engineering drawings and designs;

80.9    Coordinate Environment Impact Assessment (EIA) Programmes;

80.10   Handle general correspondences and administration; and

80.11   Carry out any other tasks that may be assigned from time to time.

**81    Planning Officer (Position Level 6)**

81.1    Coordinate activities for the development of plans, programmes and policies;

81.2    Support in supervision of the implementation of development activities;

81.3    Coordinate and conduct mid-term review meetings and carry out follow up actions on policy recommendations;

81.4    Review and validate progress reports on the implementation of plans and programmes;

81.5    Carry out the evaluation of University's plans and programmes;

81.6    Carry out field visits to monitor and evaluate programmes, projects and plans;

81.7 Collaborate with other colleagues at worksite and towards realising the goals of the organisation;

81.8 Facilitate to process supplementary, re- appropriation, transfer and withdrawal with GHNC.

81.9 Compile budget proposals and prepare annual work plan for submission to APRC/ University Council/ Ministry of Finance/GHNC

81.10 Execute budget discussion with Ministry of Finance

81.11 Review and prepare release statement

81.12 Facilitate to process supplementary ,re- appropriation, transfer and withdrawal with GHNC

81.13 Manage donor funded projects

81.14 Carry out any other works as it may be assigned from time to time.

## 82    Business and Development Officer (Position Level 7)

82.1 Organise various consultative meetings for the formulation of strategies and programmes related to diversification of income sources;

82.2 Implement strategies with the Colleges or centrally as identified by the University;

82.3 Identify services that could generate revenues for the University and facilitate the Colleges in carrying out the activities;

82.4 Develop various project proposals in coordination with relevant officials in support of various activities of the University;

82.5 Implement/facilitate programmes or projects and ensure timely implementation as per the requirement of the development partners and the University;

82.6 Develop in coordination with the Communications Officer various promotional materials related to the services of the University;

82.7 Liaise with potential partners and industries to carry out fund mobilisation activities; and

82.8 Carry out any other task that may be assigned from time to time.

## 83    Finance Officer (Position Level 7)

83.1 Exercise accounting procedures and internal control systems at all times by strictly following the rules and regulations;

83.2 Review and validate transactions related to allowances, arrear claims and other payables to minimise error;

83.3 Facilitate auditing through production of all records and evidences;

83.4 Support the preparation of financial progress reports, financial statement and other related reports for submission to College/OVC Finance Committee and to the OVC for consolidation of financial statements at the University level;

83.5 Support the preparation of budget proposals for OVC/College and submit to the DPR.

83.6 Participate in budget discussions;

83.7 Process release requests

83.8 Review and recommend budget adjustments such as supplementary appropriations, transfers, and re-appropriations, transfers and withdrawals

83.9 Review budget status and prepare Revised Estimates for OVC/College on a quarterly basis;

83.10 Support the facilitation and the preparation of mid-year budget reviews for OVC/ College;

83.11 Involve in review exercise of expenditure patterns as per the approved budget to facilitate better implementation and proper expenditure reporting;

83.12 Assist in the management of donor funded projects in terms of fund release, fund receipt and fund balance for recommending any additional release or advance for externally funded projects;

83.13 Correspond with relevant agencies on issues related to deposits, releases and transfer of fund in the budget fund accounts;

83.14 Coordinate management of vehicles and its movements in the case of Colleges; and

83.15 Perform any task that may be assigned from time to time.

83.16 Coordinate management of vehicles and its movements in the case of Colleges; and

83.17 Perform any task that may be assigned from time to time.

## 84 ICT Officer (Position Level 7)

84.1 Facilitate the development of policies in the area of ICT and translation of these policies where appropriate into projects and work plans;

84.2 Apply fundamental concepts, practices, procedures and existing policies and guidelines in specialised areas of information technology;

84.3 Implement activities related to development of infrastructure and facilities for ICT based networking;

84.4 Organise task force and related meetings for information systems and technology developments;

84.5 Participate in negotiations for software purchases with vendors oversees the maintenance of licenses resulting from such purchases;

84.6 Maintain detailed documentation of all work performed, sufficient to allow independent generation of the same process and the results; and

84.7 Carry out any other task that may be assigned from time to time.

# Professional Position Category (Position Level 8)

**85 Assistant Internal Auditor (Position Level 8)**

85.1 Assist in the coordination of meetings and exercises to study various operational systems to minimise audit memos;

85.2 Assist in organising meetings and consultations for the formulation of policies related to governance and operational systems;

85.3 Monitor and assess the service delivery in the University against the TAT and SOP;

85.4 Assist in carrying out HR auditing to study the compliance as per the rules and regulations;

85.5 Assist in conducting statutory and external auditing, and ensure that audits are carried out timely;

85.6 Follow up on the audit memos and monitor the implementation of audit memos with the colleges and OVC such as replying to audit memo, recovering dues, processing write-off of irrecoverable dues etc.; and

85.7 Carry out any other task that may be assigned from time to time.

**86 Assistant Student Service Officer (Position Level 8)**

86.1 Understand various policies, procedures and processes related to student services and assist in implementing the policies;

86.2 Assist in maintaining records of services rendered to students for any kind of support and services both during and after graduation of students;

86.3 Maintain up-to-date information on students for any kind of studies by programme area, level of programme, gender, nationality etc.;

86.4 Assist in carrying out student selection and registration in an effective, efficient and in accordance with the policy;

86.5 Assist in organising committee meetings related to students services and draft minutes and communicate follow-ups with the relevant members;

86.6 Liaise with the colleges and update student selection criteria;

86.7 Assist in conducting student selection and admission required to be done centrally; and

86.8 Carry out any other duties as may be assigned by the Registrar from time to time.

**87	Assistant Residence Coordinator (Position Level 8)**

87.1	Look after the welfare and care of the students for the designated residential areas/ hostels under the guidance of Dean of Student Affairs;

87.2	Contribute to providing a safe, inclusive and respectful environment for living and learning; in particular, shaping a high quality residential experience for student in the College;

87.3	Assist in inducting new students to hostels and familiarising them to student rules, regulations, common norms and standards in the hostels;

87.4	Assist in coordinating with the academic advisor to monitor and support student learning;

87.5	Assist in managing and administering student affairs for the given residential area including record keeping;

87.6	Listen to students' problems and help them to find resolutions where relevant and refer students to appropriate services such as student support, disability services, counseling, medical services, management etc;

87.7	Manage hostel facilities and its surroundings in terms of cleanliness and upkeep of the facilities;

87.8	Coordinate and support student activities for the hostel related to social and community services, literary activities, social engagements and other useful events; and

87.9	Any other tasks as may be assigned from time to time.

**88	Assistant Examination and Student Records Officer (Position Level 8)**

88.1	Assists in organsing of meetings and consultations related to formulation of strategies and systems on admission and student records systems in the College;

88.2	Assist in implementing systems by way of maintaining up-to-date details of admission and selection criteria of students and to work our detailed numbers of annual student intake;

88.3	Assist in the conduct of student admission and registration under the guidance of the Dean of Academic Affairs and Office of the Registrar;

88.4	Assist in preparing award list for the academics to award marks for students;

88.5	Assist in examination related works like examination schedule, sitting arrangement & conduct of exams etc under the guidance of the Dean of Academic Affairs;

88.6	Receive results from the Programme Board of Examiners and prepare academic transcripts;

88.7	Ensure safe keeping of student records including transcripts;

88.8	Maintain and update annual student statistics;

88.9 Maintain student records and issue documents; and

88.10 Carry out any other tasks as may be assigned from time to time.

## 89 Assistant Human Resource Officer (Position Level 8)

89.1 Assist in implementing human resource rules and regulations;

89.2 Compile, verify documents and information with regard to human resource management and development;

89.3 Assist the implementation of human resource development programmes as per the development plans;

89.4 Maintain up to date statistical information on human resources of the University/ College/OVC.

89.5 Maintain up-to-date personal files of all staff;

89.6 Provide information on human resource to the management when required;

89.7 Provide clarification on Human Resource Rules and Regulations to other staff whenever necessary;

89.8 Assist in coordination of HR committee meetings, interviews, trainings, workshops etc., including drafting of announcements, minutes of meetings, reports and proposals; and

89.9 Carry out any other task as it may be assigned from time to time.

## 90 Assistant Administrative Officer (Position Level 8)

90.1 Organise activities related to personal administration, property management/ maintenance, budget requirements, procurement of office materials etc.;

90.2 Assist in the preparation of annual operation plan for the administrative unit;

90.3 Assist in the coordination of important organisational activities such as consecration, foundation day, national events, luncheons and VIP visits, as and when required;

90.4 Carry out roles and responsibilities of HR and procurement in Colleges;

90.5 Coordinate management of vehicles and its movements in the case of OVC;

90.6 Organise meetings, workshops and related sessions in the area of administration and management; and

90.7 Carry out any other task assigned by the Supervisors.

## 91 Assistant Media and Communications Officer (Position Level 8)

91.1 Assist in drafting news/reports to be shared with the public;

91.2 Provide clerical support to publish promotional materials such as prospectus, brochures, newsletters etc.;

91.3 Organise meetings and related activities for the promotion of external relations and communications. The specific duties include mainly the secretarial support in terms of keeping minutes and communicating follow-ups with the relevant members;

91.4 Assist in drafting plans, programmes, projects for communications;

91.5 Assist in drafting progress and annual reports of the Division; and

91.6 Carry out any other task that may be assigned from time to time;

## 92 Assistant Liaison Officer (Position Level 8) based in Colleges

92.1 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;

92.2 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;

92.3 Provide protocol services for international visitors;

92.4 Assist in initiating and supporting staff and student exchange programmes;

92.5 Facilitate student attachment or internship programmes to the industries;

92.6 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;

92.7 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;

92.8 Assist in organising training and consultancy services provided by the College by proving all necessary clerical support services; and

92.9 Carry out any task as may be assigned from time to time.

## 93 Assistant Procurement Officer (Position Level 8)

93.1 Understand and implement policies, standards and guidelines related to procurement of works, services and goods;

93.2 Assist in preparing reports and maintaining records of the properties;

93.3 Support the management of supplies in the University;

93.4 Plan and initiate any activities that shall have positive impact on improving supply management in the University;

93.5 Carry out all necessary activities related to procurement of goods, services and works;

93.6 Organise committee meetings related to procurement of goods, services and works; and

93.7 Carry out any other tasks assigned by the superiors.

## 94 Assistant Academic Quality Officer (Position Level 8)

94.1 Disseminate academic quality assurance and enhancement regulations and policies of the University to colleges and monitor their effective implementation with support from senior staff of the Division.

94.2 Maintain comprehensive and current definitions and documentations of all validated/ reviewed academic programmes of the University.

94.3 Support senior staff of the Division in the conduct of professional development related to quality assurance and enhancement for academic staff in colleges.

94.4 Prepare for validations/periodic reviews/resource checks of programmes by collating, editing and printing of validation/review/resource check documentation for programmes.

94.5 Assist senior staff to coordinate and monitor annual quality assurance activities such as submission of annual programme monitoring reports changes to programmes, and appointment of external examiners including their visits and reports.

94.6 Ensure proper and thorough documentation of programmes in line with the University's requirement. This will involve assisting senior staff of the Division to train and guide academic staff to prepare such documentations.

94.7 Stays informed of developments in the field of tertiary education quality assurance. Reads pertinent literature, attends meetings and participates in professional associations as appropriate. Establishes and maintains an active network of professional contacts.

94.8 Assist the senior staff of the Division to organise and conduct meetings of the Programmes and Quality Committee through agenda and paper preparation; compilation, circulation; minute taking, writing, distribution and following up on actions to be taken.

94.9 Look after logistics such as arranging meeting rooms, and catering for meetings/ activities related to quality assurance and enhancement.

94.10 Undertake other reasonable duties, as determined by senior staff in the Division, in the areas of quality assurance & enhancement.

## 95 Assistant Teaching and Learning Officer (Position Level 8)

95.1 Assist in organizing workshops and meetings to initiate Programme planning with the Colleges towards development of University's periodic strategic plans;

95.2	Assist in providing administrative support to conduct needs analysis in order to establish an appropriate portfolio of Programmes relevant for the University in relation to subject and professional areas, modes of study, level of qualification, and the nature of the Programmes;

95.3	Assist in drafting plans, Programmes and projects related to Programme planning & development;

95.4	Assist in monitoring and compiling information on the implementation of plan, Programmes and projects related to Programme planning and development;

95.5	Assist in drafting progress reports including annual report in the area of Programme planning and development;

95.6	Provide secretarial support in organizing CULT Advisory meeting and related activities by way of drafting minutes, reports and communicating follow-ups with the relevant members;

95.7	Maintain up to date information on teaching/learning awards received by the staff; and

95.8	Undertake other reasonable duties, as determined by the director/Chief, in areas that do not have clearly defined roles in the Department.

## 96	Assistant Librarian (Position Level 8)

96.1	Assist in annual budget preparation for library services;

96.2	Execute activities related to maintenance of library property;

96.3	Update library information system;

96.4	Perform specialised duties, which support library services (circulation, general reference, stack management, document and materials delivery) and/or collections (ordering, processing, cataloguing) services and/or branch/section operations;

96.5	Interpret library policies, procedures, standards and practices requiring some level of independent judgment, in applying them to work and complex problem solving;

96.6	Direct the work of other library assistants and student assistants.

96.7	Perform original cataloguing and classification and record editing;

96.8	Perform collection development by recommending titles for purchase and/or deletion;

96.9	Plan and implement library programmes;

96.10	Perform on-line database searches, and search training;

96.11	Perform routine clerical library duties necessary for proper organisation and distribution of library materials;

96.12	Compile statistical reports for circulation, attendance and the use of library services; and

96.13 Carry out any other task that may be assigned from time to time.

## 97 Assistant Research Officer - Research and Development (Position Level 8) in OVC

97.1 Assist in the implementation of research policies and processes;

97.2 Draft proposals/progress reports/promotional materials related to research and development;

97.3 Support the iGNHaS and the division in the drafting the institute's annual plan and the annual report;

97.4 Assist in organising research conference, seminars and workshops in terms of confirming participants, printing documents, writing minutes and making logistical arrangements;

97.5 Provide logistical and clerical support in the meetings including Research and Innovation Committee for the division and iGNHaS;

97.6 Compile and document information related to research activities, research grant and publications;

97.7 Assist in disseminating information arising from research and scholarly activities of iGNHaS through knowledge dissemination events and publications;

97.8 Assist in organising capacity development programmes for researches such as research trainings, early career researcher support and mentoring, internships, and research attachments; and

97.9 Carry out any other works as it may be assigned from time to time.

## 98 Assistant Research Officer - Research and Development (Position Level 8) in Colleges

98.1 Assist in coordination of meetings and consultative workshops to review and formulate research policies at the college level;

98.2 Assist in coordinating activities related to research, dissemination and documentation in the Colleges;

98.3 Assist in management and administration of higher degree research as required by the Research Degree Framework;

98.4 Assist in implementing activities that foster collaborative research and services with relevant external partners;

98.5 Assist in the financing of specific research projects as per the directive of CRCs and policies;

98.6 Assist in activities that leads to development of research capacity in the college;

98.7 Assist in organising national and international conferences/seminars;

98.8　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

98.9　Carry out any task as may be assigned from time to time.

## 99　Assistant Researach Officer – Higher Degree Research (Position Level 8)

99.1　Assist in drafting plans, programmes and projects related to research degrees in the University;

99.2　Assist in drafting progress reports including annual reports pertaining to research degrees;

99.3　Assist in organising meetings and other events of the Research Degrees Committee in terms of drafting minutes, writing reports, and preparing proposals;

99.4　Compile and maintain up-to-date information regarding awards of research degrees, programmes and projects;

99.5　Assist in submission of research degree theses (Masters and PhD) for external examination;

99.6　Compile and document examiners' reports on research degree thesis; and

99.7　Carry out any other task that may be assigned from time to time

## 100　Assistant External Relations Officer (Position Level 8)

100.1　Assist in organising all necessary activities for the management of external relations and communications of the University;

100.2　Assist with all logistical support to liaise with concerned College and academic institutions abroad for implementation of study aboard programmes;

100.3　Assist in providing logistical support to international students in terms of organising international orientation programme on RUB campuses, and recruitment and admission of international students;

100.4　Carry out all administrative works to facilitate staff visits such as processing for visa, passport; travel etc.; and

100.5　Carry out any other task as may be assigned from time to time.

## 101　Assistant Planning Officer (Position Level 7)

101.1　Coordinate activities for the development of plans, programmes and policies;

101.2　Implement development activities;

101.3　Assist in coordination and conduct of mid-term review meetings and carry out follow up actions on policy recommendations;

101.4　Support in the review and validation progress reports on the implementation of plans and programmes;

101.5 Compile budget proposals and prepare annual work plan for submission to APRC/ University Council/ Ministry of Finance/GHNC

101.6 Review and preparation of release statement

101.7 Support in carrying out budget discussion with Ministry of Finance

101.8 Carry out any other works as it may be assigned from time to time.

## 102 Assistant Business and Development Officer (Position Level 8)

102.1 Assist in initiating/coordinating activities for the diversification of income;

102.2 Assist in carrying out activities that lead to generation of revenues for the University and facilitate the Colleges in carrying out the activities;

102.3 Assist in the conduct of central activities related to University services for generation of funds as and when identified;

102.4 Assist in the development of various project proposals in coordination with relevant officials in support of various activities of the University;

102.5 Implement/facilitate programmes or projects and ensure timely implementation as per the requirement of the development partners and the University;

102.6 Develop in coordination with the Communications Officer various promotional materials related to the services of the University;

102.7 Liaise with potential partners and industries to carry out fund mobilisation activities; and

102.8 Carry out any other task that may be assigned from time to time.

## 103 Assistant Finance Officer (Position Level 8)

103.1 Exercise accounting procedures and internal control systems are followed at all times

103.2 Assist in the review and validation of transactions related to allowances, arrear claims and other payables to minimise error;

103.3 Assist in facilitating auditing through production of all records and evidences;

103.4 Assist in preparation of financial progress reports, financial statement and other related reports for submission to College/OVC Finance Committee and to the OVC for consolidation of financial statements at the University level;

103.5 Support the preparation of budget proposals for OVC/College and submit to the DPR.

103.6 Participate in budget discussions;

103.7 Process release requests

103.8    Participate in the review and recommend budget adjustments such as supplementary appropriations, transfers, and re-appropriations, transfers and withdrawals

103.9    Assist in the review of budget status and prepare Revised Estimates on a quarterly basis for OVC/College;

103.10   Assist in the facilitation of the preparation of mid-year budget reviews for OVC/ College;

103.11   Review expenditure patterns as per the approved budget to facilitate better implementation and proper expenditure reporting;

103.12   Coordinate management of vehicles and its movements in the case of Colleges; and

103.13   Perform any task that may be assigned from time to time.

103.14   Coordinate management of vehicles and its movements in the case of Colleges; and

103.15   Perform any task that may be assigned from time to time.

## 104  Assistant ICT Officer (Position Level 8)

104.1   Maintain detailed documentation of all work performed, sufficient to allow independent generation of the same process and the results.

104.2   Assist in setting and coordinating priorities for allocation of budget for ICT based on the requirements of the organisation;

104.3   Assist in identifying and arranging appropriate skills for ICT personnel in the organisation;

104.4   Assist in establishing long and short term goals and sets priorities in the area of information technology;

104.5   Participate in negotiations for software purchases with vendors; oversees the maintenance of licenses resulting from such purchases;

104.6   Maintain detailed documentation of all work performed, sufficient to allow independent generation of the same process and the results;

104.7   Assist in the writing of research papers, briefs and reports, discussion materials; and

104.8   Carry out any other task that may be assigned from time to time.

# Supervisory and Support (Position Level 13 – 6)

## 105  Accounts Assistant (Position Level 10 – 6)

105.1  Process for settlement of all staff related claims and all other types of expenditures of the College/OVC in line with the broad financial guidelines with due diligence and care;

105.2  Process payment of contractors and suppliers claims and check for the compliance of the claims in respect to the following documents viz. the NIQ, the contract agreements, Work Orders/purchase orders, Estimates, Bills of Quantities, entries in the measurement books, Material at Site Account Register, work deviation approval, expenditure sanctions, stock entries, budget availability, Hindrance Registers, work completion certificates handing/ taking over notes, verification/approval by the competent authority and for arithmetical accuracy;

105.3  Restrict ineligible and inadmissible claims and enforce the financial discipline rigorously;

105.4  Ensure that all the statutory deductions and other recoveries are effected and remitted to the concerned agencies/beneficiaries within the time frame required by the financial statute;

105.5  Ensure that all the claims are settled within the stipulated time frame;

105.6  Maintain the books of accounts, i.e. ledger, sub-ledger, cash book and all other records as required by the financial statute and update daily with no error;

105.7  Prepare cheque, draft and ensure proper receipt by the appropriate payee and on time;

105.8  Close the cash book on a daily basis and reconcile the accounts to ascertain the fund balance;

105.9  Maintain the paid vouchers, financial documents and data for future reference and auditing purpose;

105.10 Perform all bank related duties;

105.11 Prepare and generate monthly accounts; and

105.12 Perform any other works that may be assigned by the superiors.

## 106  ICT Technical Associate (Position Level 10-6)

106.1  Maintain detailed documentation of all work performed, sufficient to allow independent generation of the same process and the results.

106.2  Maintains a record of all hardware/software procured and security issues faced by the organization.

106.3  Assist in the development and implementation of network security architectures and technologies.

106.4  Perform installation of operating system security software and hardware

106.5  Perform routine troubleshooting and maintenance of the network security and report on network traffic performance and usage.

106.6  Assist in collecting information to analyze and evaluate existing or proposed systems.

106.7  Assist in preparing specifications fort the software and hardware to follow.

106.8  Performs other duties of a similar nature or level.

## 107  Estate Manager (Position Level 10 – 6)

107.1  Allot developmental plots, sheds or houses;

107.2  Execute lease agreement with the customers;

107.3  Carry out routine and regular inspection of the buildings, water supply, electricity and sanitation facilities;

107.4  Ensure proper maintenance of the estate premises;

107.5  Carry out budget preparation for the maintenance works;

107.6  Check constantly with the tenants whether they follow the lease agreement properly and settled bills on time – water bills, electricity bills and service charges etc.;

107.7  Ensure that all the facilities within the estate are properly utilised;

107.8  Keep good working relation with the municipal authorities, Power Department and Telecommunication in availing required facilities from them; and

107.9  Carry out any other works that may be assigned from time to time.

## 108  Library Assistant (Position Level 13 – 6)

108.1  Draft, type and dispatch correspondence as per the directives of the supervisor;

108.2  Provide information to the library user on library policies and procedures;

108.3  Carry out routine library clerical duties (e.g. serial ordering and record maintenance, cataloguing from bibliographic copy; routine circulation, reserve and overdue functions);

108.4  Schedule the work of and train student assistants and clerical staff;

108.5  Perform routine searches and update computer records;

108.6  Issue borrowers' cards according to library procedures;

108.7  Call patrons to deliver messages or information on library materials; and

108.8  Carry out any other duties that may be assigned from time to time.

**109  Electrician (Position Level 10 – 6)**

109.1  Operation, maintenance & commissioning of electrical equipment/machines;

109.2  Assist the Junior Engineer on preparation of estimate & costing;

109.3  Maintain high, medium, low voltage transmission lines and distribution systems;

109.4  Install, commission, repair and operate & maintain renewable energy equipment/ products/devices and communication equipment/products/devices;

109.5  Carry out site survey/feasibility study on renewable energy, electrical and communication technologies; and

109.6  Supervise the installation/construction site.

**110  Laboratory Technician (Position Level 10 – 6)**

110.1  Assist the instructors in preparation of estimate & costing for laboratory repair and development;

110.2  Carry out repair, upgradation, rehabilitation and maintenance of laboratory equipment and facilities etc;

110.3  Assist the instructors to help practical classes as they become senior;

110.4  Maintain accurate records of laboratory equipment and facilities;

110.5  Take care of laboratory equipment and facilities; and

110.6  Carry out any other task that may be assigned by the supervisor from time to time.

**111  Laboratory Assistant (Position Level 9 – 13)**

111.1  Assist in sample processing and minor test procedures under supervision;

111.2  Assist in proper sterilisation of laboratory wares and supervise disposal of laboratory wastes;

111.3  Maintain laboratory equipment and facilities in good condition for practical classes;

111.4  Maintain up-to-date record of laboratory stock and consumables;

111.5  Support the academics in the conduct of practical classes by preparing the labs before the classes and adhering to the instructions of the academics;

111.6  Monitoring of the lab use by students to maintain health safety and prevent hazards;

111.7  Receive samples and dispatch to the concerned unit; and

111.8  Carry out any other work as assigned by the superiors.

**112   Personal Assistant (Position Level 9 – 13)**

112.1   Draft, type and dispatch correspondences as per the directives of the officer;

112.2   Take notes and draft letters and statements;

112.3   Attend to the telephone/pass the line to the officer as and when required;

112.4   Arrange appointments/meetings and maintain timing for the officer;

112.5   Maintain records/files on matters directly dealt by the officer;

112.6   Receive and manage visitors of the officer concerned;

112.7   Manage events which are related directly to or hosted by the concerned officer; and

112.8   Carry out any other tasks that may be assigned from time to time.

**113   Administrative Assistant (Position Level 6 – 13)**

113.1   Draft, type and dispatch correspondences as per the directives of the officer;

113.2   Assist the officers in administrative duties e.g. photocopying, binding, compilation of materials;

113.3   Arrange meetings as required;

113.4   Maintain office records and files;

113.5   Liaise with various people in relation to official work; and

113.6   Carry out any other tasks that may be assigned by the officer from time to time.

**114   Store Keeper Position Level 9 – 13)**

114.1   Receive supplies of materials, store properly and issue to the users;

114.2   Maintain accurate records of the materials and carry out annual stock inventory;

114.3   Ensure minimum damage to the materials;

114.4   Plan distribution & stock rotation;

114.5   Coordinate with procurement section and user agencies; and

114.6   Carry out any other task that may be assigned from time to time.

**115   Technical Associates (Mask Dances, Music, Dances, Sports, coaching, Arts & Crafts) Position Level 9 – 13) – interim positions**

115.1   Facilitate students learning in the particular field of specialisation;

115.2   Manage events and activities related to the field of specialisation;

115.3   Liaise and coordinate with relevant stakeholders to support student participation to Dzongkhag, national, regional and international level events;

115.4　Ensure the upkeep and proper maintenance of facilities and equipment concerning the area of work;

115.5　Maintain records of all facilities and equipment procured and a document related to the area of work; and

115.6　Perform other duties of a similar nature or level.

### 116　Mess In-charge (Position Level 9 – 13)

116.1　Maintain student mess facilities;

116.2　Ensure safe keeping of food items and utensils in order to maintain a high degree of hygiene;

116.3　 Manage cooks and other staff in support of the mess;

116.4　Keep stock of purchases timely for auditing by students, management and external auditors;

116.5　Identify and ensure safety measures in the kitchen for the cooks;

116.6　Identify and implement initiatives that leads to cost reduction to provide better quality of food to the students; and

116.7　Carry out any other duties as may be assigned from time to time.

## Operational Level Staff (Position Level 14 – 17)

### 117　Driver (Position Level 14 – 17)

117.1　Drive/operate the vehicle in a manner that is safe, reliable and efficient;

117.2　Transport either passengers or goods safely to their destination;

117.3　Observe and comply with all road safety regulations, health and safety regulations, RSTA Acts and RGoB rules and regulations;

117.4　Supervise other drivers if necessary;

117.5　Carry out minor repairs and maintenance of the vehicle on a routine basis;

117.6　Report to the immediate supervisor of any vehicle faults and necessary repairs;

117.7　Maintain logbook, movement orders, etc. on a daily basis and renew all necessary documents on time.  For example, blue books;

117.8　Keep the vehicle clean and tidy at all times; and

117.9　Carry out any tasks assigned.

## 118  Telephone Operator/Receptionist (Position Level 14 – 17)

### Telephone operation

118.1    Attend to incoming telephone calls and direct these calls to the appropriate person with due courtesy and manner;

118.2    Assist in making outgoing calls when requested by other staff within the organisation;

118.3    Provide information when requested by a outside caller;

118.4    Monitor the use of telephone for official or private purposes;

118.5    Respond to any defect of the operating system and ensure timely rectifications;

118.6    Facilitate telephone connections to all staff within a organisation;

118.7    Maintain call register and record basic for facilitating verification of calls for payment purpose;

118.8    Update extension numbers of the staff and maintain telephone numbers of those staff and organisation, who are reasonably important by virtue of their position and functions;

### Dispatching

118.9    Ensure timely and correct recording and dispatching of outgoing mails, receive all incoming mails and submit to the addressee promptly;

118.10  Prioritise mails requiring urgent attention and ensure to deliver within the available time;

118.11  Take adequate preventive measures in mailing cheques, drafts and important papers;

118.12  Ensure proper usage of fax and photocopiers and record the details of fax messages sent in a separate register;

118.13  Maintain systemic filling of outgoing mails for future reference;

118.14  Maintain exhaustive mailing address and update from time to time;

118.15  Maintain a system of tracing the movement of correspondences received;

### Reception

118.16  Record the name and address of the visitors, contact person, entry and exit timing. Make appointment with the staff working in the University;

118.17  Provide direction to the visitors in locating the offices and officers of the University's staff;

118.18  Assist in delivery of cheques and other payments for supplies and other services availed by the University;

118.19  Prevent vandalism and theft in the offices in collaboration with the caretaker, during office hours; and

118.20  Carry out other works as and when instructed.

***Note:***

- *Representative Work Activities for Administrative & Technical Staff are not restricted to a particular position. The Colleges will have the liberty to assign representative work activities of different positions to a particular staff depending on the intensity of the work load and will remain open for review from time to time.*

- *The positions reflected in this chapter are to be considered as provision for future with recruitments to be done as and when necessary following the recruitment procedures given in Chapter 5.*

- *Representative Work Activities for Plumber, Mason, Carpenter are not included in this document. It can be drawn and included in the future and when colleges propose. However, in place of plumber, colleges may currently recruit 'Fitters' in GSS category.*

- *Colleges/OVC shall draw specific job description during the time of recruitment in addition to the Representative Work Activities.*

# Part III

# Knowledge, Skills and Abilities

In addition to the requirements specified in Position Profile Matrix as well as those on recruitment chapters, the following knowledge, skills and abilities will be required for different positions:

| Position/Position Category | Knowledge, Skills and Abilities |
|---|---|
| Vice Chancellor | Sound intellectual and personal qualities, which are able to motivate the University in its mission to advance and disseminate knowledge and learning for the economic and cultural development of Bhutan and to promote the cultural enrichment, personal development and well being of its people. |
| | Ability to command respect of academics, students, the government officials, presidents, international universities and the scholars. |
| | High level of leadership, motivation and organisational skills required to undertake the demanding tasks of establishing the University. |
| | Highly resourceful, independent, but also a natural collaborator. |
| | Ability to directly manage teams and staff of the University. |
| | Ability to articulate the aspirations of our beloved King, the Royal Government and the people of Bhutan regarding higher education into concrete actions. |
| | Ability to be highly decisive and ready to bring about any change in the interest of the University. |
| Registrar | Knowledge of higher education administration including various higher education policy environment and framework, mainly in the area of student services. |
| | Strong interpersonal and communication skills and the ability to work effectively with a wide range of constituencies in a diverse community. |
| | Ability to use independent judgment and to manage and impart information to a range of users and media sources. |
| | Knowledge of customer service standards and procedures. |
| | Skill in examining and re-engineering operations and procedures, formulating policy, and developing and implementing new strategies and procedures. |
| | Well versed in staff development and management areas. |
| | Ability to foster a cooperative work environment. |
| President | Ability to formulate, develop, deliver and direct training & development programs at the top level in the areas of management/administration/technical/scientific and other related areas |
| | Sound administrative, managerial and leadership skills |
| | Knowledge of higher education policies and framework |

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|---|---|
| Director,<br>Academic Affairs | Sound knowledge of quality assurance, programme development and academic support provisions in tertiary education. |
| | Ability to manage and cope with a wide range of management situations |
| | A leader and manager who has the capacity to develop effective academic strategy. |
| | The ability to establish effective working relationships at all levels across the University and with outside agencies. |
| | A vision of future development of the Tertiary Education and the ability to make and take opportunities. |
| Director,<br>Research and<br>External Relations | A research record, which will command the respect of the academic community and that includes a relevant publication and citation record. |
| | Experience of gaining research funding and of project managing research project teams. |
| | Ability to persuade, encourage, guide and lead, but also to exercise formal authority. |
| | Strategic thinking at a University level. |
| | Analytical and problem solving ability, ability to develop systems, procedures. |
| | An understanding of business and management processes, and an appreciation of the University as business enterprise with assets, products, and customers. |
| | Leadership capacity. |
| | Communication skills, both for persuasion and for speaking on behalf of the University on public occasions. |
| | Strong interpersonal and communication skills and the ability to work effectively with a wide range of constituencies in a diverse community. |
| Director, Planning and Resources | Substantial practical experience of financial management, estate development, procurement and Human Resource Development planning activities in large and complex organisations. |
| | Qualities and experience of developing new systems of management and control appropriate to a geographically distributed, modern, ICT based and efficient organisation. |
| | Knowledge of higher education administration including various higher education policy environment and framework. |
| | Strong interpersonal and communication skills and the ability to work effectively with a wide range of constituencies in a diverse community. |
| | Leadership skills. |

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|---|---|
| Professorial | Ability to provide high level of academic leadership and motivate scholarship and excellence among colleagues and students. |
| | Ability to listen and being open to multiple views, perspectives, and feedback. |
| | Long standing engagement in continuous learning and development, and committed to continuous improvement by way of recognising to change personal, interpersonal and managerial behavior. |
| | Ability to upgrade the knowledge, skills and competencies of staff in the organisation. |
| | Ability to master in a particular field of specialisation and influence positive changes in the community including international communities. |
| | Highly skilled in research, analysis and dissemination of knowledge in view of providing high class teaching, impacting policy changes and broadening knowledge base. |
| | Ability to establish linkages with wide range of communities including scholars and researchers from both within and outside the country. |
| Lecturers | Ability to demonstrate high level of commitment to teaching. |
| | Ability to listen and being open to multiple views, perspectives, and feedback. |
| | Engagement in continuous learning and development, and committed to continuous improvement by way of recognising to change personal, interpersonal and managerial behavior. |
| | Sound skills in research, analysis and dissemination of knowledge mainly by way of publication. |
| | Ability to master in a particular field of specialisation and provide excellent learning outcomes among the students. |
| Instructors | Ability to demonstrate high level of commitment to teaching. |
| | Ability to listen and being open to multiple views, perspectives, and feedback. |
| | Engagement in continuous learning and development, and committed to continuous improvement by way of recognising to change personal, interpersonal and managerial behavior. |
| | Sound skills in innovation, analysis and dissemination of knowledge mainly by way of publication. |
| | Ability to master in a particular field of specialisation particularly skills based and influence positive changes in student learning outcomes. |
| Chief | High level of technical knowledge in the area of responsibilities with ability to contribute to formulation of policies, strategies and strategic goals. |
| | Leadership quality to garner support of different functional units and colleges. |
| | Excellent inter-personal skills to garner full support from relevant officials both within and outside the University to deliver the outcomes in the area of responsibilities. |
| | Ability to set strategic direction and make prompt decisions to ensure efficient and effective service delivery. |
| | Sound knowledge of higher education systems and management, and able to contextualise the technical knowledge that befits tertiary education system. |

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|---|---|
| Professional | Conversant in the area of responsibilities both in terms of technical knowhow and changing environment. |
| | Good communications skills both in terms of written and speaking. |
| | Sound analytical skills with knowledge in planning, management and execution of projects and activities. |
| | Ability to keep up-to-date information in the area of responsibilities and provide timely information for informed decision-making. |
| | Ability to work in teams and ready to work beyond working hours. |
| Support and Supervisory | Skilled in carrying out routine works efficiently and effectively and are able to use appropriate tools including ICT. |
| | Good communication skills in written as well as spoken at least in Dzongkha and English. |
| | Knowledge of rules and regulations pertaining to the area of work. |
| | Ability to organise information and maintain up-to-date information for administrative and management purposes. |
| | Ability to be courteous and able to handle matters in short notice. |
| Operational | Should be courteous and able to handle matters in short notice. |
| | Good communication skills in written and spoken language. |
| | Ability to work diligently with eye on details. |
| | Being punctual and able to remain at the workplace as per the requirement of the position. |