

JOB DESCRIPTION FOR RIGZHUNG LECTURER

Title:	Lecturer/Asst. Lecturer
Department:	Bhutanese and Himalayan Studies/Language and Literature/Language and Communication Skills
Reports to:	Programme Leader
Grade:	Lecturer/ Asst. Lecturer
Job Nature:	Contract for one semester (can be extended)
Main purpose of the job:	Teaching, Research & Assessment of student works

KEY DUTIES AND RESPONSIBILITIES:

1. Plan, teach and assess Rigzhung, and related subjects at the undergraduate in the areas allocated by the programme leader
2. Develop learning materials, prepare schemes of work and maintain proper records of student progress, achievement and attendance
3. Supervise, monitor and assist the undergraduate students
4. Participate in the development, administration and marking of exams and other assessments.
5. Contribute to the development, planning and implementation of a high quality curriculum
6. Participate in the institute's activities such as seminars, meetings, workshops and also organize new activities
7. Engage with the broader scholarly and professional communities.

PERSON SPECIFICATION

The person is expected to have the skills and experiences listed below

1. Knowledge
 - a. Essential: a strong knowledge in Dzongkha and Choekey especially exceptional knowledge in Rigzhung with good communication skills.
 - b. Desirable: Competent knowledge in both oral and written Choekey and Dzongkha Language and Literature, with strong knowledge of Rigzhung.
2. Skills
 - a. Essential: Very good interpersonal, oral and written communication skills, development of teaching aids and support materials
 - b. Desirable: Good in co-curricular activities including cultural knowledge experience.

3. Qualification

a. Essential: MA

b. Desirable: Ph.D

4. Personal Qualities

Essential: Creative, innovative, positive outlook, willingness to work collaboratively with colleagues and students of all cultures and background, commitment to high quality teaching and fostering positive learning environment for students, commitment to continuous professional development, ability to work.