**Annexure 5A/6.1.2.1**

**ROYAL GOVERNMENT OF BHUTAN**

**ROYAL UNIVERSITY OF BHUTAN**

**POSITION PROFILE**

# 1. JOB IDENTIFICATION

**1.1 Position Title: Assistant Research Officer**

**1.2 Position Level: 8**

**1.3 Occupational Group: Administrative and Technical**

**1.6 College/OVC: College of Language and Culture Studies**

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

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

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

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

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

1. **Research & Innovation Activities**
2. Assist the DRIL in development and implementation of research policies, procedures and standards for the college.
3. Explore and disseminate the information to the faculty researchers on opportunities availability of different external sources of research funds.
4. Lead the college project proposals writing and submission to the relevant research funding organizations.
5. Coordinate the research & innovation capacity development training and workshop activities of the College
6. Coordinate the conference, seminar and symposium organized by the College.
7. Coordinate the College Annual Faculty Research Meet and Student Research Meet.
8. Coordinate the publication of the College Journal
9. Coordinate the Technology Business Incubation Center activities of the College.
10. Maintain the database of the research & innovations and publications.

# External Linkages and Promotional Activities

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

# Support for Monitoring & Evaluation

1. Assist the DRIL in monitoring and evaluation of research projects particularly those supported by Annual University Research Grant and Annual College Research Grant.
2. Assist the DRIL in monitoring and verification of unethical issues in research publications using a Plagiarism Checker Software
3. Coordinate the College Research Committee and College Publication Committee Meetings
4. Maintain the database of the college faculty research profiles for the college management’s reference.

# Other Responsibility

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

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

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

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| 1 | Knowledge of Language, culture, history, Buddhist studies and Research. Strong interpersonal and Communication skill both writing and speaking in English and Dzongkha. |
| 2 | Conversant in the area of responsibilities both in terms of technical knowhow and changing environment. |
| 3 | Sound analytical skills with knowledge in planning, management and execution of projects and activities.  |
| 4 | Ability to keep up-to-date information in the area of responsibilities and provide timely information for informed decision-making.  |
| 5 | Ability to work effectively with a wide range of constituencies in a diverse community |
| 6 | Ability to use independent judgment and to manage and impart research related information to a range of users on time. |
| 7 | Ability in implementing research and HR policy, strategies, procedures and managing research projects and related activities |
| 8 | Ability to organize Research Seminar, Conference, Workshops, trainings and meetings. |
| 9 | Ability to communicate with stakeholders, researchers, scholars both national and international at any time. |
| 10 | Ability to foster a cooperation work environment |
| 11 | Ability to manage Office of Research Department at the College. |
| 12 | Ability to establish Linkages with researchers, scholars and with relevant organizations, institutions and agencies. |
| 13 | Ability to explore research fund and seek Research Grants from relevant agencies ministries and organizations. |
| 14 | Ability to work under leadership of Research Dean and Industrial Linkages, Centre Coordinators of the College |