Job Description

Title: Associate Lecturer/Asst. Lecturer (Translation)

Department: Language and Literature

Reports to: Programme Leader

Job Nature: Contract for one semester which can be extended

Main purpose of the job: Teaching, research & assessment of student works

Key duties and responsibilities:

1. To teach Translation (Dzongkha to English, Choekey to English and vise versa) and related subjects at the undergraduate in the areas allocated by the programme leader.
2. To carryout research and publish every two to three years
3. To supervise, monitor and assist the undergraduate students
4. To participate in the development, administration and marking of exams and other assessments.
5. To contribute to the development, planning and implementation of a high quality curriculum
6. To develop learning materials, prepare schemes of work and maintaining proper records of student progress, achievement and attendance
7. To participate in the institute activities such as seminars, meetings, workshops and also organize new activities
8. To contribute in whatever way possible to the overall growth of the institute
9. To 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, Choekey and English especially exceptional knowledge in translation with good Communication skills.

b. Desirable: Competent knowledge in both oral and written Choekey, Dzongkha and English Language and Literature.

1. 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.

1. Qualification
2. Essential: BA
3. Desirable: MA
4. Previous Experience
5. Essential: Excellent knowledge of Dzongkha, Choekey and English with good translation experience.
6. Desirable: Teaching experience and assessment of student work, curriculum design, engagement with scholarly/professional community.
7. 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.