**ROYAL UNIVERSITY OF BHUTAN**

**POSITION PROFILE**

# **1.** **JOB IDENTIFICATION**

## Position Title: Associate lecturer/ Assistant lecturer

## Position Level: 5/6

## Occupational Group: Academics

## College/OVC: College of Language and Culture Studies

# **2.** **MAIN PURPOSE OF THE POSITION:** Teaching, research & assessment of student works

# **3.** **GENERAL ROLES AND RESPONSIBILITIES:**

1. Teach modules (full load) and support students within own subject area at least up to the undergraduate level;
2. Set and mark assessments, and advise students on their progress;
3. Develop and deploy teaching-learning materials in area of own expertise;
4. Plan and review own approach to learning;
5. Take responsibility for organizing own activities and for the management of allocated resources;

# **4. SPECIFIC ROLES AND RESPONSIBILITIES:**

1. To teach GNH and related subjects at the undergraduate in the areas allocated by the programme leader.
2. To supervise, monitor and assist the undergraduate students
3. To participate in the development, administration and marking of exams and other assessments.
4. To contribute to the development, planning and implementation of a high-quality curriculum
5. To develop learning materials, prepare schemes of work and maintaining proper records of student progress, achievement and attendance
6. To participate in the institute activities such as seminars, meetings, workshops and also organize new activities
7. To contribute in whatever way possible to the overall growth of the institute
8. To engage with the broader scholarly and professional communities

# **5. KNOWLEDGE, SKILLS & ABILITIES (KSA) REQUIREMENTS:**

**5.1** **Education:**

Minimum BA qualification (General with GNH related modules)

* 1. **Experience:**

1. Essential:
2. Desirable: Teaching experience and assessment of student work, curriculum design, engagement with scholarly/professional community
   1. **Knowledge Skills and Abilities:**

a. Essential: a strong knowledge in English and Dzongkha especially exceptional knowledge in Correspondence and Communication.

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

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.