**ROYAL UNIVERSITY OF BHUTAN**

**POSITION PROFILE**

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

## 1.1 Position Title: Assistant Lecturer/Associate Lecturer/Lecturer

## 1.2 Position Level: 6/5/4

## 1.3 Occupational Group: Academics

## 1.4 College: College of Natural Resources

# **2.** **MAIN PURPOSE OF THE POSITION:** *(provide the main purpose of the job)*

* To teach B. Sc. Animal Science (nested diploma)
* To carry out evaluation and monitor student project works.
* To develop teaching-learning materials, prepare a work plan and maintain records of students’ progress, achievement, and attendance.
* To participate in the development, administration and marking of exams and other assessments.
* To provide guidance and counselling to students
* To carry out research and scholarly activities and publish papers in international or national journals like BJNRD or RNR.
* To assist the Head of the Department in the Departmental administration works.
* To maintain his/her own continuing professional development.
* To carry out any other work assigned by college management.

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

**Teaching**

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

**Research and Innovation**

* + Generate funds for the University through research projects, consultancies and advice;
  + Supervise research projects and dissertation where these are part of the programme(s) of study;
  + Contribute to design of research projects and define methods such as conducting surveys and focused interviews;
  + Carry out literature searches within pre-specified parameters;
  + Run analysis/interpreting data using specified and agreed techniques/models;
  + Prepare summary reports of research methods/findings;
  + Contribute to dissemination and publication of research findings; and
  + 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**

* + Contribute as resource persons, coordinators or organisers for various professional development activities within the College/University as well as for those outside.
  + Participate in developing and promoting a clear vision of the College’s/unit’s strategic direction;
  + Participate as a team member to support senior colleagues, who have delegated responsibility for specific strands of work/sub-units;
  + 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;
  + Represent and promote the University externally – nationally and internationally e.g. managing relations with external partners and stakeholders;
  + Coordinate the organisation of conferences, seminars, workshops and/or working with relevant experts in the area of specialisation; and
  + Provide guidance to other staff and students

# **4. SPECIFIC ROLES AND RESPONSIBILITIES:** *(Provide list of specific task that is not covered by the Representative Work Activities)*

To teach the following modules of B. Sc Animal Science (nested diploma) programme:

* Pig production
* Fish Production
* Apiculture
* Animal Reproduction

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

**5.1** **Education:**

* 1. **Education:**  Bachelor’s Animal Science/MSc in Animal Science/ MSc in Animal Production/ Bachelor’s Animal Production
  2. **5.2** **Experience**:*Nil*

**5.3** **Knowledge Skills and Abilities:**

* Strong knowledge of the subject matter
* Knowledge of animal production and farm management
* Basic knowledge of computer and ICT
* Skills in food processing and product development
* Skills in handling various instruments used in the administration of veterinary medicine
* Commitment to high-quality teaching and fostering a positive learning environment for students.
* Commitment to academic research, scholarly activities and professional development.
* Commitment to Institutional developmental activities.
* Willingness to take up works / assignments positively.