**ΩROYAL UNIVERSITY OF BHUTAN**

**POSITION PROFILE**

**1. JOB IDENTIFICATION**

1.1 Position Title: Associate/ Assistant Lecturer

1.2 Position Level: 6/5

1.3 Occupational Group: Academics

1.4 College/OVC: College of Natural Resources

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

* To teach undergraduate-level courses in the field of Food Science and Technology
* Engage in scholarly research works led by a senior faculty member
* Provide consultative and advisory services
* Guide students in research projects
* Involved in Programme review and development
* Assist in the overall administration of the college

1. **GENERAL ROLES AND RESPONSIBILITIES:**

***Teaching***

* Contribute to elements of teaching within clear and established Programmes as

conducting tutorial classes or team teaching with a senior lecturer.

* Support learners and /or supervise class activities in specific areas of activity according to established procedures, such as language lab or practical work;
* Monitor student progress and provide formative feedback;
* Assist with the administration and support in marking of assessments;
* Assist senior academics with the preparation of module/Programme materials;

***Research***

* Assist academics and researchers in planning and implementing experiments, conducting interviews, administering surveys, or coordinating for focus group discussions;
* Search for scholarly literature relevant to the research project, searching the library, copying articles, ordering additional articles and books, and formulating bibliography;
* Contribute to data analysis (on quantitative data or on quantitatively coded qualitative data);
* Contribute to designing and developing research projects for the generation

of research funds;

* Assist academics or researchers in preparing presentations about research project results for conferences, academic discourse, and research presentations;
* Help faculty and researchers in preparation of manuscripts such as general layout, proofreading for editorials, binding and compiling of materials, etc., for submission to academic journals or publications;
* Carry out research with senior academics and researchers and contribute to major publications as co-authors;

***Professional Services***

* Contribute as resource persons, coordinators, or organizers for various professional development activities within the College/University, as well as for those outside the University;
* 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 running of the University by participating in decision-making and governance, including committees or task forces 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 organization of conferences, seminars, workshops, and/or work with relevant experts in specialization;
* Provide guidance to other staff and students;
* Mentor and develop junior colleagues;
* Organize and coordinate meetings and discussions related to administrative issues in the respective department/school/Programme unit;
* Assist in the preparation and organization of university/college-wide functions; and
* Assist in the organization of community services.

1. **SPECIFIC ROLES AND RESPONSIBILITIES:**

The primary responsibility is to teach undergraduate and/or graduate courses related to Food Science and Technology, and related subjects. This involves preparing course materials, delivering lectures, conducting practical fieldwork, and assessing students' performance through assignments, exams, and projects.

**5.1 Education:**

* Preferred: MSc. Food Science and Technology
* Minimum: BSc. Food Science and Technology, B.Sc. / B. Tech in Food Technology, BSc/B.Tech Food Process engineering, or related discipline, from a recognized university

**5.2 `Experience:** *Nil*

**5.3 Knowledge Skills, and Abilities:**

* Must demonstrate sound knowledge in various disciplines of food science and technology, including food processing, food system, nutritional security, food safety, and food handling.
* Demonstrate proficiency in food processing, food handling, and food preparation.
* Demonstrate conventional food processing methods in the teaching learning process.
* Take initiatives in developing need-based product development in the fields of food science and technology.
* Possess good communication skills to be able to transfer knowledge and skills to the students.
* Willing to take responsibilities and work in a team.
* Have a positive attitude towards teaching and learning