

ROYAL UNIVERSITY OF BHUTAN
POSITION PROFILE

1. JOB IDENTIFICATION

- 1.1 Position Title: Assistant Lecturer/Associate Lecturer
- 1.2 Position Level: 6/5
- 1.3 Occupational Group: Academics
- 1.4 College/OVC: College of Natural Resources

2. 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

3. 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.

4. 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, packaging and labelling, food system and nutritional security, food chemistry, 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