ROYAL UNIVERSITY OF BHUTAN

POSITION PROFILE

1. JOB IDENTIFICATION

1.1 Position Title: Asst. Assistant Research Officer
1.2 Position Level: 8
1.3 Occupational Group: Administrative& Technical Staff
1.4 College/OVC: College of Natural Resources

2. MAIN PURPOSE OF THE POSITION*:*

The main purpose of a Research Officer position in a college typically revolves around advancing the academic and research objectives of the institution

3. GENERAL ROLES AND RESPONSIBILITIES:

1. Assist in coordination of meetings and consultative workshops to review and formulate research policies at the college level;
2. Assist in coordinating activities related to research, dissemination and documentation in the Colleges;
3. Assist in management and administration of higher degree research as required by the Research Degree Framework;
4. Assist in implementing activities that foster collaborative research and services with relevant external partners;
5. Assist in the financing of specific research projects as per the directive of CRCs and policies;
6. Assist in activities that leads to development of research capacity in the college;
7. Assist in organising national and international conferences/seminars
8. Assist in preparing report to the CAC, CRC for onward submission to the RIC on all matters related to research in the college, including the programmes and activities of the research centers; and
9. Carryout liaising related work
10. Carry out any task as may be assigned from time to time.

3. SPECIFIC ROLES AND RESPONSIBILITIES:

1) **Conducting Research:** Undertaking research projects aligned with the college's academic priorities and goals, often focusing on specific fields of study or disciplines.
2) **Supporting Faculty Research:** Collaborating with faculty members to design, conduct, and manage research projects, providing expertise in research methodologies and data analysis
3) **Promoting Research Culture:** Fostering a culture of research excellence within the college by encouraging faculty and students to engage in scholarly activities, publishing research findings, and participating in conferences.

4) **Grant Writing and Funding:** Assisting in securing external research funding through grant applications and proposals, supporting the financial sustainability of research initiatives.
5) **Disseminating Research Findings:** Publishing research outcomes in academic journals, presenting findings at conferences, and sharing knowledge within the academic community and beyond
6) **Contributing to Institutional Goals:** Supporting the college's strategic objectives related to academic reputation, student learning outcomes, and community engagement through rigorous research activities.
7) **Ethical and Regulatory Compliance:** Ensuring adherence to ethical guidelines and regulatory requirements in research activities, including overseeing institutional review processes for human subjects research

5.1 Education: Minimum general bachelor's degree

5.2 `Experience: Preference will be given to the candidates with experience for the purpose of shorlisting

5.3 Knowledge Skills and Abilities:

Knowledge:

1. **Research Principles:** Understanding of the fundamental principles and theories underpinning research methodology, ethics, and scholarly inquiry.
2. **Academic Writing:** Proficiency in writing academic papers, research proposals, reports, and publications adhering to academic standards and conventions.
3. **Research Ethics:** Knowledge of ethical guidelines and regulations governing research involving human subjects, animals, and sensitive data.
4. **Information Literacy:** Ability to effectively search, evaluate, and synthesize information from diverse sources, including academic databases, journals, and archives.
5. **Research Funding Landscape:** Awareness of funding opportunities, grant application processes, and strategies for securing research funding from governmental, institutional, or private sources.
6. **Data Analysis:** Familiarity with statistical methods, data visualization techniques, and software tools (e.g., SPSS, SAS, Python, or R) for analyzing research data and interpreting results.
7. **Publication Process:** Understanding of the peer-review process, academic publishing standards, and strategies for disseminating research findings in reputable journals and conferences.

Skills:

1. **Critical Thinking:** Ability to critically evaluate research literature, assess methodologies, identify gaps in knowledge, and formulate research questions or hypotheses.
2. **Communication Skills:** Strong verbal and written communication skills to effectively convey research ideas, present findings to diverse audiences, and engage in scholarly discussions.
3. **Analytical Skills:** Capacity to analyze complex information, interpret research data, draw meaningful conclusions, and contribute to evidence-based decision-making.
4. **Project Management:** Competence in project planning, coordination, and execution to manage research timelines, resources, and deliverables effectively.
5. **Collaboration and Teamwork:** Experience working collaboratively in interdisciplinary teams, fostering partnerships, and leveraging collective expertise to achieve research objectives.
6. **Adaptability and Innovation:** Ability to adapt research methodologies to new challenges, innovate research approaches, and integrate emerging technologies or interdisciplinary perspectives.
7. **Problem-Solving:** Skill in identifying research challenges, troubleshooting issues, and proposing practical solutions to advance research goals and overcome obstacles.
8. **Attention to Detail:** Thoroughness in data collection, documentation, and analysis to ensure accuracy, reliability, and integrity in research outcomes.
9. **Professionalism and Integrity:** Commitment to upholding professional standards, ethical conduct in research practices, and maintaining confidentiality and respect for participants' rights.