

UNIVERSITY OF BHUTAN

POSITION PROFILE

1. JOB IDENTIFICATION

1.1	Position Title:	Associate/Assistant Lecturer
1.2	Position Level:	6 & above
1.3	Occupational Group:	Academics
1.4	College/OVC:	Gyalpozhing College of Information Technology

2. MAIN PURPOSE OF THE POSITION:

- 2.1 Plan and teach computer science-related modules.
- 2.2 Design and implement assessment items.
- 2.3 Contribute to institutional capacity building through innovation and research of curriculum, academic inputs, and international exchange programs.

3. GENERAL ROLES AND RESPONSIBILITIES:

3.1 Teaching

- 1) Develop and deliver a comprehensive curriculum on computer science, covering topics such as full stack development, algorithm and data structures, and database design.
- 2) Develop and deliver effective lesson plans that meet course objectives and academic standards.
- 3) Contribute to curriculum development and designing and revising programs in the subject area.
- 4) Provide students with instructional materials, including handouts, presentations, and multimedia resources.
- 5) Assess and evaluate student performance through tests, quizzes, assignments, and projects.
- 6) Foster a positive, engaging learning environment that encourages student participation and active learning.
- 7) Provide academic and career guidance to students, including advising on career paths and job opportunities.
- 8) Contribute to developing or improving teaching-learning and assessment in the subject area.

- 9) Participate actively in the development of the discipline's teaching-learning and assessment strategies.
- 10) Contribute to the organization of organizational work.
- 11) Advise others (particularly those at the entry-level) on entry-level teaching-learning and assessment.
- 12) Take responsibility for the effective management of allocated resources.

3.2 Research and Innovation

- a) Generate funds for the University through research projects, consultancies, and advice;
- b) Supervise research projects and dissertations where these are part of the program (s) of study;
- c) Contribute to the design of research projects and define methods such as conducting surveys and focused interviews;
- d) Carry out literature searches within pre-specified parameters;
- e) Run analysis/interpreting data using specified and agreed on techniques/models;
- f) Prepare summary reports of research methods/findings;
- g) Contribute to dissemination and publication of research findings; and
- h) Carry out small-scale research projects on their own or as a lead in a team and publish some quality papers including a few in reputed journals.

3.3 Services

- a) Contribute as resource persons, coordinators, or organizers for various professional development activities within the College/University as well as for those outside.
- b) Participate in developing and promoting a clear vision of the College's/unit's strategic direction.
- c) Participate as a team member to support senior colleagues, who have delegated responsibility for specific strands of work/sub-units.

- d) 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.
- e) Represent and promote the University externally – nationally and internationally e.g. managing relations with external partners and stakeholders;
- f) Coordinate the organization of conferences, seminars, workshops, and/or working with relevant experts in the area of specialization; and
- g) Provide guidance to other staff and students.

4. SPECIFIC ROLES AND RESPONSIBILITIES:

- Teach general computer science-related modules.

5. KNOWLEDGE, SKILLS & ABILITIES (KSA) REQUIREMENTS

1. Education: A Bachelor's or Master's degree in Computer Science, or a related field.

2. Knowledge Skills and Abilities:

- a. Ability to demonstrate a high level of commitment to teaching
- b. Ability to listen and be open to multiple views, perspectives, and feedback
- c. Engagement in continuous learning and development, and commitment to continuous improvement by way of recognizing changes in personal, interpersonal, and managerial behavior.
- d. Sound skills in research, analysis, and dissemination of knowledge mainly by way of publication
- e. Ability to master a particular field of specialization and provide excellent learning outcomes among the students.