

ROYAL UNIVERSITY OF BHUTAN

POSITION PROFILE

1. Job Identification:

1.1 Position Title:	Sr. Manager (Student Affairs and Estate Management)
1.2 Position Level:	4 & above
1.3 Place of work:	Gyalpozhing College of Information Technology (Kabesa)
1.4 Employment Type:	Contract

2. Main Purpose of the Job:

The Sr. Manager (Student Affairs and Estate Management) is responsible for leading the Student Services and Estate Team. The primary purpose of this role is twofold. The first is accountable for all student affairs divisions, CCA clubs, student agencies in regard to the operations, activities & disciplinary control and direct succinct communications, resources and personnel to meet the student support needs of the College. The second is to lead the implementation of the Estate Strategy and to manage all aspects of the School's properties, care, maintenance, security and facilities management in line with advance and regulatory requirements. Additionally, to maintain refurbishments and other building advancements in terms of construction, procurement and to act as the School's representative with supplies to the Estate and professional vendors or contractors. Other duties can also be assigned according to the skills and competencies of the candidate in ensuring that GCIT is an innovative working environment that is committed to technological social progress.

3. Representative Work Activities: Specific Responsibilities (Student Affairs)

- Provide leadership and vision to matters regarding student discipline and school safety.
- Responsible for handling student personal, programme or learning related issues, problems and or complaints and resolving conflicts with proper reporting performance.
- Anchor student global outreach activities from events, competitions, networking, workshops, training programmes, career services and study missions for students.
- Champion GCIT student CCA activities and GCIT Devforge Agency activities.
- Plan motivating leadership programmes for enhancing student's character and well-being.
- Partner with global industry institutions & organisations to form valued educational collaborations for after school curriculum types.

- Connect with students to cultivate their ICT passion to foster social good and responsibilities.
- Support and lead student interest clubs to create a vibrant and holistic campus life.
- Responsible for timely and accurate administration of budget for student assigned funding of programs and has substantial responsibility for reporting and accounting of budget spends.
- Responsible for enrolment (admission & registration) such as receiving student cohorts to the College, settling them into College accommodation and class attendance.
- Work and coordinate with students and other members of the College community in developing co-curricular and extra-curricular activities such as games and sports, cultural and literary activities, work related skill development activities as well as academic support services to meet recreational needs as well as to provide for wholesome education.
- Organize mind and mindfulness educational programmes to provide opportunities for contemplation to help the students to understand themselves for better living.
- Administer Student Service Centre which may host Student Help Desk, Student Health Centre, Student Counseling Centre including career counseling, Academic Support Centre, Offices for Student Leaders, Coordinators' Office, Centre for Games and Sports, Clubs/Societies, bookshop and to provide adequate services to the student.

(Estate Management)

- To contribute to formulating the Schools's estate strategy by assisting in the evaluation of site and usage options and proposing creative and inspiring suggestions for improvement.
- To develop strong and positive working relationships with school staff to maximise the potential of the estate management and its development. Capable of staff disciplinary in ensuring this safety and positive teaching and learning environment.
- To manage the design and build of existing to new projects from minor works e.g. refurbishment of office/teaching spaces to major projects e.g. future new lab builds.
- To ensure appropriate safeguarding and health and safety compliance and that all risk assessments and safety checks are carried out.
- Ensure that the fabric, fixtures and fittings of the estate is maintained to a high standard and meet the school's current and future needs.
- Ensure daily maintenance of all areas of the school in particular cleanliness of the campus.
- Effective preparation of regular or annual costed plans for repairs and upgrades of estates.
- To take responsibility for ensuring all utilities provision including water, gas and electricity or beyond is effectively regulated and managed.
- Able to provide guidance and adequate training for all staff within the Estates and Facilities Team. Work shift and schedule management is critical.

- Take responsibility for risk management, fire safety, monitoring systems, premises compliance checks including contractor works are within safety disciplines & regulations.

4. Knowledge, Skills and Abilities (KSA) Requirements:

4.1 Qualification: Degree and Above.

4.2 Experience: Preference will be given to candidates with required and relevant experience in related field.

4.3 Skills and Abilities

- A Sr. Manager Candidate in this position should be someone with proven professional competence, high caliber in communication skills, strong interpersonal skills, effective team building with abilities to plan, strategize, execute and show results, ability to write quality proposals/policies/reports, and the ability to work effectively in teams.
- Ability to prevent, resolve conflicts and problems, plan, measure and evaluate programs, services, activities and supervise team of student and estate staff to analyze, report and apply appropriate regulations for consensus and implementation.
- Significant responsibilities to all the student cohorts of GCIT. Love the students and always aim to provide the best possible programmes for them to achieve beyond their capabilities.
- Experience in operational and facilities management.
- Experience of liaising effectively with building users, contractors, external consultants to experience in contract management.
- Establish, Maintain, Manage and Monitor the budgetary requirements of Student and Estate budgets and spend.
- Good Level of IT skills (Microsoft, Excel, Google Apps and etc).
- High degree of personal drive and motivation.
- Excellent oral and written communication skills
- Committed to keeping abreast of best practices for Student and Estate services.
- Willing to be flexible and work outside normal working hours as required.

5. Terms of appointment:

- 5.1 Sr. Manager shall be appointed for a term of 3 years, renewable by another two years based on performance, feedback from staff, and the President's overall assessment of his/her leadership ability and impact on the college.
- 5.2 A Sr. Manager shall be eligible to reapply for the same position or another Dean's position.
- 5.3 An Allowance shall be paid as determined from time to time.
- 5.4 If a Sr. Manager is continuously out of Station for more than six months, the position has to be advertised.
- 5.5 Non-performing Sr. Manager shall be asked to discontinue. The President will report to the College Management Committee regarding the consistent non-performance Dean and based on sufficient evidence and propose for discontinuing the latter's term.
- 5.6 Sr. Manager shall not be allowed to apply for another Dean's position before completion of their term in the current position.