



ROYAL UNIVERSITY OF BHUTAN
GEDU COLLEGE OF BUSINESS STUDIES
POSITION PROFILE

1. JOB IDENTIFICATION:

- 1.1 Position Title : Assistant Liaison Officer
- 1.2 Position Level : 8
- 1.3 Occupational Group : Administrative & Technical
- 1.4 Mode of Employment : Regular
- 1.5 College/OVC : Gedu College of Business Studies

2. MAIN PURPOSE OF THE POSITION:

- 2.1 Serve as a communication and coordination bridge between faculty, students, administration, and external stakeholders, ensuring smooth information flow, collaboration, and support for academic and institutional activities.

3. GENERAL ROLES AND RESPONSIBILITIES

- 3.1 Assist in organising meetings and consultations for the formulation of plans, policies and strategies for enhancement of linkages with external academic institutions and industries in the Colleges.
- 3.2 Implement policies and strategies related to linkages with external academic institutions and industries.
- 3.3 Assist in providing coordination support in establishing and maintaining linkages with external organisations and academic institutions both within and outside the country related to teaching-learning, research, innovation and expert services; in coordination with the OVC.
- 3.4 Provide protocol services for international visitors.
- 3.5 Assist in initiating and supporting staff and student exchange programmes.



- 3.6 Facilitate student attachment or internship programmes to the industries.
- 3.7 Act as the media focal unit on behalf of the college. It involves assisting in drafting of press releases, updating information on the college website, publishing of college brochures, prospectus, newsletters and annual reports.
- 3.8 Assist in taking up initiatives related to strategic planning to promote alumni awareness; and create and enrich lifelong bond among alumni and connect them to the students and academics of the college.
- 3.9 Assist in organising training and consultancy services provided by the College by proving all necessary clerical support services.
- 3.10 Implement plans related to creation and enrichment of lifelong bond with alumni and connect them to the students and academics of the college.
- 3.11 Implement projects related to research and consultancy in business, industry, government and international organisations and carry out accordingly.
- 3.12 Organise training and development programmes (for industry, government and NGOs).
- 3.13 Provide administrative support to faculty members for academic activities and events.
- 3.14 Carry out activities related to Annual Performance Appraisal (APA) of the college.
- 3.15 Carry out any task as may be assigned from time to time.

4. SPECIFIC ROLES AND RESPONSIBILITIES:

- 4.1 Coordinates with external organizations, institutions, and stakeholders for collaborations, internships, events, and academic partnerships.
- 4.2 Acts as a link between faculty, students, and management for academic-related matters.

5. KNOWLEDGE, SKILLS & ABILITIES (KSA) REQUIREMENTS:

- 5.1 **Education:** Bachelors (Degree in relevant field will be an added advantage)
- 5.2 **Experience:** Preferences will be given to those with relevant work experience while shortlisting.



5.3 Knowledge Skills and Abilities:

- Familiarity with communication, networking, and conflict resolution principles.
- Strong verbal and written communication skills (English & Dzongkha) for effective interaction with students, staff, and external partners.
- Organizational and coordination skills to manage meetings, events, and collaborations.
- Problem-solving and negotiation skills to address concerns and build positive relationships.
- Proficiency in MS Office (Word, Excel, PowerPoint) for documentation, reporting, and presentations.
- Understanding of spreadsheets, databases, and record-keeping software for maintaining student and institutional information.
- Knowledge of email platforms, video conferencing tools (Zoom, MS Teams, Google Meet), and official communication systems.
- Ability to use platforms like Google Workspace, project management tools for coordination.
- Ability to act as a reliable bridge between students, administration, and external stakeholders.
- Ability to work independently and collaboratively in diverse environments.
- Ability to handle sensitive information with professionalism and confidentiality.