



Royal University of Bhutan

འབྲུག་རྒྱལ་འཛིན་གཞུག་ལག་སློབ་ཤེ  
དག་འདུ་ཚོང་རིག་མཐོ་རིམ་སློབ་གྲྭ།  
ROYAL UNIVERSITY OF BHUTAN  
GEDU COLLEGE OF BUSINESS STUDIES  
GEDU: CHUKHA: BHUTAN



## ROYAL UNIVERSITY OF BHUTAN POSITION PROFILE

### 1. JOB IDENTIFICATION

- 1.1 POSITION TITLE : LECTURER AND ABOVE
- 1.2 POSITION LEVEL : 5 & ABOVE
- 1.3 DISCIPLINE : LAW AND TAXATION
- 1.4 OCCUPATIONAL GROUP : ACADEMICS
- 1.5 REQUIREMENT : 2
- 1.6 COLLEGE : GEDU COLLEGE OF BUSINESS STUDIES
- 1.7 MODE OF EMPLOYMENT : FIXED TERM

### 2. MAIN PURPOSE OF THE POSITION:

- 2.1 Plan and teach Law and Taxation modules.
- 2.2 Design and implement assessment items
- 2.3 Research and implement best industry practices
- 2.4 Contribute to institutional capacity building through innovation and research of curriculum, academic inputs and international exchange programmes
- 2.5 Mentor student's research projects

### 3. GENERAL ROLES AND RESPONSIBILITIES

#### *Teaching*

- Teach modules (full time) and support students within own subject area at least up to the undergraduate level;
- Set and mark assessments, and advise students on their progress;
- Develop and deploy teaching-learning materials in area of own expertise;
- Plan and review own approach to learning;
- Take responsibility for organizing own activities and for the management of allocated resources;

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### *Research and Innovation*

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

### *Services*

- 5 Contribute as resource persons, coordinators or organizers for various professional development activities within the College/University as well as for those outside.
- 6 Participate in developing and promoting a clear vision of the College's/unit's strategic direction;
- 7 Participate as a team member to support senior colleagues, who have delegated responsibility for specific strands of work/sub-units;
- 8 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;
- 9 Represent and promote the University externally – nationally and internationally e.g. managing relations with external partners and stakeholders;
- 10 Coordinate the organization of conferences, seminars, workshops and/or working with relevant experts in the area of specialization; and
- 11 Provide guidance to other staff and students.

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#### 4. SPECIFIC ROLES AND RESPONSIBILITIES:

The faculty recruited through this advertisement should be able to teach and assess the following taxation modules:

- **BLT203 Taxation Law and Practice**
- **BLT202 Financial and Business Tax Management**
- **Legal Consideration in Business**

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

5.1 Education Qualification: PhD/LLM.

5.2 Experience: Teaching or industry experience in the related field would be added advantage.

5.3 Knowledge Skills and Abilities:

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

#### Service Condition:

- Salary will be commensurate to qualification and experience with allowance in accordance to the existing Rules and Regulations of the Royal University of Bhutan.

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