



Royal University of Bhutan

འབྲུག་རྒྱལ་འཛིན་གཞུང་གི་ལས་ཁུངས་  
དགོ་འདུ་ཚོང་རིག་མཐོ་རིམ་སློབ་ཁྲིམས་  
དགོ་འདུ་ཚུ་ཁ་རྫོང་ཁག།

ROYAL UNIVERSITY OF BHUTAN  
GEDU COLLEGE OF BUSINESS STUDIES  
GEDU: CHUKHA DZONGKHAG



## ROYAL UNIVERSITY OF BHUTAN

### POSITION PROFILE

#### 1. JOB IDENTIFICATION

- 1.1 **Position Title** : Associate Lecturer/Lecturer/Professor
- 1.2 **Position Level** : PL-5/PL-4/PL-3
- 1.3 **Discipline** : Accounting
- 1.4 **Occupational Group** : Education and Training
- 1.5 **Requirement** : 2
- 1.6 **College** : Gedu College of Business Studies

#### 2. MAIN PURPOSE OF THE POSITION:

- 2.1 Plan and teach Accounting 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



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### 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;

#### 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.



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## Services

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

## 4. SPECIFIC ROLES AND RESPONSIBILITIES:

Teach and assess Accounting modules including:

- ACT203 Cost Accounting
- ACT202 Intermediate Financial Accounting
- ACT204 Corporate Reporting
- ACT307 Audit and Assurance
- ACT308 Management Accounting/ACT309 Public Sector Accounting



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

**5.1 Education:** PhD/CA/MPA/M.COM (Accounting)/any other relevant qualification

**5.2 Experience:** Teaching/industrial experience in the relevant area will be an 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.