



**ROYAL UNIVERSITY OF BHUTAN
GEDU COLLEGE OF BUSINESS STUDIES
POSITION PROFILE**

1. JOB IDENTIFICATION:

- 1.1 Position Title : Research Officer/Sr. Research Officer
1.2 Position Level : 7/6
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 Contribute to the planning, execution, and dissemination of research activities and projects in the college and formulation of research proposals.

3. GENERAL ROLES AND RESPONSIBILITIES

- 3.1 Implement research policies at the college based on overall University research policy and college level policies;
3.2 Carry out activities related to research, dissemination and documentation in the Colleges;
3.3 Coordinate and monitor various project relevant to the center;
3.4 Develop and implement action plan of the center and relevant projects;
3.5 Coordinate the management and administration of degree research programs as required by the Research Degree Framework;
3.6 Carry out activities that foster collaborative research and services with relevant external partners;
3.7 Implement research grants based on framework developed by the College;



- 3.8 Organize programmes for the development of research capacity in the College;
- 3.9 Organize national and international conferences/seminars;
- 3.10 Prepare plans and budget proposals for College research and innovation activities;
- 3.11 Explore and facilitate access to both internal and external sources of research fund for the staff and research center(s);
- 3.12 Report to the CRC for onward submission to the RIC on all matters related to research in the college, including the programmes and activities of the research centers; and
- 3.13 Organize, validate, and securely manage research data, ensuring its integrity and accessibility for analysis.
- 3.14 Carry out any task as may be assigned from time to time.

4. SPECIFIC ROLES AND RESPONSIBILITIES:

- 4.1 Collaborate with project leaders and funding agencies to establish budgets, allocate resources, and ensure compliance with financial guidelines.
- 4.2 Prepare comprehensive research reports, including methodologies, findings, and conclusions, suitable for internal review, grant applications, or publication.
- 4.3 Manage project resources, including personnel, equipment, and budgets, to ensure efficient project execution.
- 4.4 Carry out any other duties as may be assigned by the Registrar from time to time.

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

5.1 **Education:** Minimum Bachelor's Degree

5.2 **Experience:** Relevant work experience preferred. Candidates should have a demonstrated history of conducting research, often gained through academic research projects, internships, or previous research positions.



5.3 Knowledge Skills and Abilities:

- 5.3.1 Excellent written and oral communication skills
- 5.3.2 Excellent computing skills such as MS office/equivalent applications, and others
- 5.3.3 Resilience, high problem-solving abilities, attention to details and a sense of humor
- 5.3.4 Excellent interpersonal skills to engage with students and relevant stakeholders
- 5.3.5 Able to effectively manage the activities, events, and time
- 5.3.6 Ability to set priorities of the workloads, and work to meet deadlines in high pressure scenarios
- 5.3.7 Able to market and promote initiatives and services creatively with impact