**ROYAL UNIVERSITY OF BHUTAN**

**GEDU COLLEGE OF BUSINESS STUDIES**

**POSITION PROFILE**

**1. JOB IDENTIFICATION:**

1.1 Position Title : Assistant Research Officer/Research Officer

1.2 Position Level : 8/7

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.

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

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

5.2 **Experience:** Relevant work experience preferred for shortlisting only.

**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