



Position Directory 2018

Khesar Gyalpo University of Medical Sciences of Bhutan

(KGUMSB)

1. Background

The Position Directory 2018 of the Khesar Gyalpo University of Medical Sciences of Bhutan shall encompass position category, position profile matrix, job descriptions, position specifications (knowledge, skills and abilities) of all the positions.

The Position Directory shall guide the University in making recruitment and promotion decisions effectively in a fair and transparent manner.

The Position Directory consists of four components as mentioned below:

1.1. Position categories

1.1.1. Position categories shall provide definition of each position category.

1.2. Position Profile Matrix:

1.2.1. The matrix shall show position titles, grades, broad-banded and non-broad-banded categories, career ladder with entry and ceiling position level.

1.2.2. The matrix shall also show position specifications with eligibility details consisting of qualification, experience and skills requirements.

1.3. Generic job description

1.3.1. Generic job description shall show explicit and distinct job description for each of the positions at various levels for both Academics as well as Administrative & Technical Employee.

1.3.2. The generic job description is statements used to describe the broad categories of responsibilities attached to different position categories. These are intended to provide a basis to draw up specific work activities for individuals and differentiate the nature of work between the various positions. It shall also define scope, relationships and work complexities amongst different position levels.

1.4. Knowledge, skills and abilities

1.4.1. Knowledge, skills and abilities shall show explicit and distinct requirement for performance of work described for the position. It shall indicate attributes that lead to successful accomplishment of employee in different position levels and areas, which is in addition to the requirements prescribed in Position Profile Matrix and general criteria for recruitment prescribed in relevant chapters.

1.4.2. The knowledge, skills and abilities shall guide the University in selection of candidates for various position as well as promotion of employee to higher position levels.

POSITION CATEGORY

2. Definition of position categories

- 2.1. **Professorial:** Employee in professorial positions is required to undertake highly complex nature of jobs in academic field. It involves concurrent pursuit of several phases of academic and research, which requires continuous effort in establishing concepts, theories or programmes. Given the complexity and nature of the work, employee in this position category shall lead teaching-learning including postgraduate programmes, undergraduate, research, consultancy and professional services in the University and ensure that the tasks are on a par with international standards.
- 2.2. **Lecturer:** Employee in this position category may undertake predominantly teaching-learning with some inputs on the research and professional services. They are anticipated to provide pedagogical/any health-related research, basic advisory services, coordinate programme development and assist in overall management of the University.
- 2.3. **Instructor/Tutor:** The employee is required to possess sound subject knowledge and skills in their specific disciplines. The employee in this position category may also possess curriculum development skills and ability to impart knowledge and skills through demonstration and lectures.
- 2.4. **Executive:** The scope of authority and impact of an executive is significant both within and outside of the University. Employee in this position category must possess sound administrative, managerial and leadership skills. Responsibility and accountability are focused primarily at the strategic level with appropriate tactical overview and action. They can negotiate and define the scope of work of an entire Faculty.
- 2.5. **Chief:** The employee in this position category shall take responsibilities of the day-to-day issues/activities and also influence outcomes in their respective areas of work. Employee in this position category must possess high level of technical knowledge in the area of responsibilities with ability to contribute to formulation of policies, strategies and strategic goals. They shall be responsible to head a particular functional section/division.
- 2.6. **Officers:** The employee in this position category primarily focus on determining tactical level issues and/or decisions in their area of work. They must be conversant in the area of responsibilities both in terms of technical know-how and changing environment. They shall contribute to the decision-making processes within broad guidelines and existing policies. They must also possess sound analytical skills with knowledge in planning, management and execution of projects and activities.
- 2.7. **Supervisory and Support:** Responsibilities of employee in this position category comprise of carrying out day to day activities assigned to them. They must possess skills in carrying out routine works efficiently and effectively and are able to use appropriate tools including ICT. They shall organise information and maintain up-to-date information for administrative and management purposes.
- 2.8. **Operational:** Responsibilities of employee in this position category include initial public contact responding to and routing communications to appropriate respondents. It also includes drafting and use of appropriate tools including ICT and other office equipment to input

information/data and prepare reports. Duties of this category are routine and often repetitive. Overall, the employee under this category is required to comply with set objectives, methodology and specific task assignments.

- 2.9. General Service:** Responsibilities of employee in this position category include provision of specific service-oriented task for the general operation and maintenance purposes. They will be recruited to meet the skilled or semi-skilled gaps for day-to-day services of the University.

Position Profile Matrix for Academic Positions

Band	Positions	Requirements/Criteria
NOT APPLICABLE	Professor (Position Level 1 equivalent to ES I) (Maximum of 2 per department/programme)	<p>1. <u>Mandatory Criteria</u></p> <p>1.1. Minimum of 4 years of active service as Associate Professor with PhD/MD/MS in the relevant field. OR</p> <p>1.2. Minimum of 8 years of active service as Associate Professor with Masters level in relevant field.</p> <p>1.3. An employee must have work recognised as distinguished in a discipline at the national/international level. Towards this the employee must produce documentary evidences in the following areas:</p> <p>1.4.1. At least led the design/major review of 1 programme,</p> <p>1.4.2. Evidences related to high quality teaching in the areas of module evaluation, faculty evaluation, teaching for innovation, designing new innovative modules and revising existing modules through:</p> <ul style="list-style-type: none"> • ‘Outstanding’ performance rating for the three years and very good for the remaining years as per the Performance Evaluation Criteria for Academicians (Full Time Faculty Members). <p>1.4. Supervised at least 2 PhDs/MD/MS or 8 Masters or 16 Bachelors students as a supervisor or co-supervisor respectively; (Equivalency for 1 PhD/MD/MS is equivalent to 2 Masters and 1 Master is equivalent to 2 Bachelors supervision)</p> <p>1.5. Approximately, 50 percent time for teaching learning, 30 percent for Research/Grant and 20 percent for Administrative;</p> <p>1.6. Minimum of 3 Original Article/Meta-analysis/Systematic Review in peer reviewed journals as 1st Author/1 peer reviewed book/3 peer reviewed chapters as principal author. *</p> <p><i>*To be reviewed by Publication Review Committee</i></p> <p><i>All the original article, systematic review papers, meta-analysis and book chapters will be assessed for their significant findings or contributions by Publication Review Committee for its eligibility as per the set criteria.</i></p> <hr style="border-top: 1px dashed black;"/> <p>2. <u>Preferable Criteria</u></p> <p>2.1. At least 7 documentary evidences in various areas mentioned below:</p> <p>2.1.1. Recommendation letter (with at least 200 words) from the Faculty HR Committee signed by the Dean;</p> <p>2.1.2. At least 3 accomplishments that led to an international or, as appropriate, national reputation in their field of expertise. (Invitation as key note speaker, reviewer of refereed journals, patronisation by the government as international/national level task force member)</p> <p>2.1.3. Taken responsibility for policy and strategy in a specific area, developing and promoting a clear vision of the faculty’s/unit’s strategic direction;</p> <p>2.1.4. Led and managed a team of senior colleagues, who have delegated responsibility for specific strands of work (consultancy, training, and expert services);</p> <p>2.1.5. Contributed to the running of the University by taking up leadership responsibility and participating in decision-making and governance</p>

Band	Positions	Requirements/Criteria
		<p>including chairing significant committees as appropriate, at Faculty and/or University level;</p> <p>2.1.6. Represented and promoted the University externally – nationally and internationally e.g., managing relations with external partners and stakeholders;</p> <p>2.1.7. Made a leading contribution to debates at national and international levels in their area of expertise including research, new approaches to teaching-learning, assessment policy, methods and practices; and</p> <p>2.1.8. Managed employee and other resources of a significant academic area/unit, including the allocation of workloads and the appraisal of academics.</p>
		<p>3. Lateral Entry (Recruitment)</p> <p>3.1. Mandatory Criteria</p> <p>3.1.1. Experience:</p> <ul style="list-style-type: none"> i. At least 12 years of relevant field experiences relevant to the area of expertise with at least 4 years of university level teaching experience at Associate Professor or equivalent position in a reputed University; ii. Must have PhD/MD/MS in a relevant field; <p style="text-align: center;">OR</p> <ul style="list-style-type: none"> iii. Already serving at Professor’s position in a reputed university; <p>3.1.2. An incumbent must have work recognised as distinguished in a discipline at the international level. Towards this they must produce at least 2 referee reports from national/international peers;</p> <p>3.1.3. Minimum of 6 Original Article/Systematic Review/Meta-analysis in peer reviewed journals as 1st Author /1 peer reviewed book/3 peer reviewed chapters as principal author. *</p> <p>3.2. Preferable Criteria</p> <p>3.2.1. At least 7 documentary evidences in various areas mentioned below:</p> <ul style="list-style-type: none"> i. At least 3 accomplishments that led to an international or, as appropriate, national reputation in their field of expertise. (Invitation as key note speaker, reviewer of refereed journals, patronization by the government as international/national level task force member) ii. Taken responsibility for policy and strategy in a specific area, developing and promoting a clear vision of the Faculty’s/unit’s strategic direction; iii. Led and managed a team of senior colleagues, who have delegated responsibility for specific strands of work (consultancy, training, and expert services); iv. Contributed to the running of a university or organisation by taking up leadership responsibility and participating in decision-making and governance including chairing significant committees as appropriate, at Faculty/faculty/university/organisation level; v. Managed relations with different partners and stakeholders; vi. Made a leading contribution to debates at national and international

Band	Positions	Requirements/Criteria
		<p>levels in their area of expertise including research, new approaches to teaching-learning, assessment policy, methods and practices; and</p> <p>vii. Managed employee and other resources of a significant academic area/unit, including the allocation of workloads and the appraisal of academics.</p> <p><i>*To be reviewed by Publication Review Committee</i></p> <p><i>All the original article, systematic review papers, meta-analysis and book chapters will be assessed for their significant findings or contributions by Publication Review Committee for its eligibility as per the set criteria.</i></p>
Band	Positions	Requirements/Criteria
<p style="text-align: center;">NOT APPLICABLE</p>	<p style="text-align: center;">Associate Professor (Position Level 2 equivalent to ES II) (Maximum of 3 per department/programme)</p>	<p>1. <u>Mandatory Criteria</u></p> <p>1.1. Minimum of 4 years of active service as Assistant Professor with Masters qualification in the relevant field;</p> <p>1.2. An employee must have work recognised as distinguished in a discipline at the national/international level. Towards this the employee must produce documentary evidences in the following areas:</p> <ul style="list-style-type: none"> • Contributed to the design/major review of 1 programme; • Evidences related to high quality teaching in the areas of module evaluation, faculty evaluation, teaching for innovation, designing new innovative modules and revising existing modules through: • ‘Outstanding’ performance rating for the past two years and one Very Good; <p>1.3. Supervised at least 6 Masters or 12 Bachelors students as a main supervisor/co-supervisor; (Equivalency for 1 Master is equivalent to 2 Bachelors supervision)</p> <p>1.4. Approximately of 60 percent time for teaching learning, 25 percent for Research/Grant and 15 percent for Administrative;</p> <p>1.5. Minimum of 2 Original Article/Systematic Review/Meta-analysis in peer reviewed journals as 1st Author /1 peer reviewed book/2 peer reviewed chapter as principal author. *</p> <p><i>*To be reviewed by Publication Review Committee</i></p> <p><i>All the original article, systematic review papers, meta-analysis and book chapters will be assessed for their significant findings or contributions by Publication Review Committee for its eligibility as per the set criteria.</i></p> <hr/> <p>2. <u>Preferable Criteria</u></p> <p>2.1. At least 7 documentary evidences in various areas mentioned below:</p> <p>2.1.1. Recommendation letter (with at least 200 words) from the Faculty HR Committee signed by the Dean;</p> <p>2.1.2. Accomplishments that led to an international or, as appropriate, national reputation in their field of expertise. (Invitation as key note speaker by, reviewer of refereed journals, patronization by the government and task force member);</p>

Band	Positions	Requirements/Criteria
		<p>2.1.3. Taken responsibility for policy and strategy in a specific area, developing and promoting a clear vision of the Faculty's/unit's strategic direction;</p> <p>2.1.4. Led and managed a team of senior colleagues, who have delegated responsibility for specific strands of work/sub-units;</p> <p>2.1.5. Contributed to the running of the University by taking up leadership responsibility and participating in decision-making and governance including chairing significant committees as appropriate, at Faculty and/or University level;</p> <p>2.1.6. Represented and promoted the University externally – nationally and internationally e.g., managing relations with external partners and stakeholders;</p> <p>2.1.7. Made a leading contribution to debates at national and international levels about new approaches to teaching, learning, assessment policy, methods and practices. It should also include high level publication or contribution to conferences and/or working with relevant experts in the area of specialisation; and</p> <p>2.1.8. Managed employee and other resources of a significant academic area/unit, including the allocation of workloads and the appraisal of academics.</p>
		<p>3. Lateral Entry (Recruitment)</p> <p>3.1. Mandatory Criteria</p> <p>3.1.1. Experience:</p> <ul style="list-style-type: none"> i. At least 9 years of relevant field experiences relevant to the area of expertise with at least 4 years of university level teaching experience at Assistant Professor or equivalent position in a reputed University; ii. Must have PhD/MD/MS in relevant field; <p style="text-align: center;">OR</p> <ul style="list-style-type: none"> iii. Already serving at Assistant Professor's position in a reputed university; <p>3.1.2. An incumbent must have work recognised as distinguished in a discipline at the international level. Towards this they must produce at least 2 referee reports from national/international peers;</p> <p>3.1.3. Minimum of 4 Original Article/Systematic Review/Meta-analysis) in peer reviewed journals as 1st Author /1 peer reviewed book/2 peer reviewed chapters as principal author. *</p> <p><i>*To be reviewed by Publication Review Committee</i></p> <p><i>All the original article, systematic review papers, meta-analysis and book chapters will be assessed for their significant findings or contributions by Publication Review Committee for its eligibility as per the set criteria.</i></p>

Band	Positions	Requirements/Criteria
		<p>3.2. <u>Preferable Criteria</u></p> <p>3.2.1. At least 7 documentary evidences in various areas mentioned below:</p> <ul style="list-style-type: none"> i. Accomplishments that led to an international or, as appropriate, national reputation in their field of expertise. (Invitation as key note speaker by, reviewer of refereed journals, patronization by the government and task force member) ii. Taken responsibility for policy and strategy in a specific area, developing and promoting a clear vision of the Faculty's/unit's strategic direction; iii. Led and managed a team of senior colleagues, who have delegated responsibility for specific strands of work/sub-units; iv. Contributed to the running of the University/organisation by taking up leadership responsibility and participating in decision-making and governance including chairing significant committees as appropriate, at Faculty/faculty/university/organisation level; v. Managed relations with different partners and stakeholders; vi. Made a leading contribution to debates at national and international levels about new approaches to teaching, learning, assessment policy, methods and practices. It should also include high level publication or contribution to conferences and/or working with relevant experts in the area of specialisation; and vii. Managed employee and other resources of a significant academic area/unit, including the allocation of workloads and the appraisal of academics.

Band	Positions	Requirements/Criteria
NOT APPLICABLE	Assistant Professor (Position Level 3 equivalent to ES III) (Maximum of 5 per department/programme)	<p>1. <u>Mandatory Criteria</u></p> <p>1.1. Minimum of 4 years of active service as Senior Lecturer with Masters qualification in the relevant field;</p> <p>1.2. An employee must have work recognised as distinguished in a discipline at the national/international level. Towards this the employee must produce documentary evidences in the following areas:</p> <p>2. Evidences related to high quality teaching in the areas of module evaluation, faculty evaluation, teaching for innovation, designing new innovative modules and revising existing modules through:</p> <ul style="list-style-type: none"> • ‘Outstanding’ performance rating for the past two years and one Very Good <p>2.2. Supervised at least 4 Masters or 8 Bachelors students as a main supervisor/co-supervisor;(Equivalency for 1 Master is equivalent to 2 Bachelors supervision)</p> <p>2.3. Approximately of 70 percent time for teaching learning, 20 percent for Research/Grant and 10 percent for Administrative;</p> <p>2.4. Minimum of 1 Original Article/Systematic/Meta-analysis in peer reviewed journals as 1st Author /1 peer reviewed book/1 peer reviewed chapters as principal author. *</p> <p style="text-align: center;"><i>*To be reviewed by Publication Review Committee</i></p> <p><i>All the original article, systematic review papers, meta-analysis and book chapters will be assessed for their significant findings or contributions by Publication Review Committee for its eligibility as per the set criteria.</i></p> <hr style="border-top: 1px dashed black;"/> <p>3. <u>Preferable Criteria</u></p> <p>3.1. At least 7 documentary evidences in various areas mentioned below:</p> <ul style="list-style-type: none"> 1.5.1. Recommendation letter (with at least 200 words) from the Faculty HR Committee signed by the Dean; 1.5.2. Accomplishment that led to a national or, as appropriate, national reputation in their field of expertise. (Invitation as key note speaker by, reviewer of refereed journals, patronization by the government and task force member) 1.5.3. Taken responsibility for policy and strategy in a specific area, developing and promoting a clear vision of the Faculty’s/unit’s strategic direction; 1.5.4. Led and managed a team of senior colleagues, who have delegated responsibility for specific strands of work/sub-units; 1.5.5. Contributed to the running of the University by taking up leadership responsibility and participating in decision-making and governance including chairing significant committees as appropriate, at Faculty and/or University level; 1.5.6. Represented and promoted the University externally – nationally and internationally e.g., managing relations with external partners and stakeholders; 1.5.7. Made a leading contribution to debates at national and international

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		<p>levels about new approaches to teaching, learning, assessment policy, methods and practices. It should also include high level publication or contribution to conferences and/or working with relevant experts in the area of specialisation; and</p> <p>1.5.8. Managed employee and other resources of a significant academic area/unit, including the allocation of workloads and the appraisal of academics.</p>
		<p>3. Lateral Entry (Recruitment)</p> <p>3.5. Mandatory Criteria</p> <p>3.5.1. Experience:</p> <ul style="list-style-type: none"> i. At least 5 years of relevant field experiences relevant to the area of expertise; ii. Must have PhD/MD/MS in relevant field; <p style="text-align: center;">OR</p> <ul style="list-style-type: none"> iii. Already serving at Assistant Professor’s position in a reputed university; <p style="text-align: center;">OR</p> <ul style="list-style-type: none"> iv. Masters’ qualification with having served as Sr. Lecturer or equivalent position for at least 8 years in a reputed university. <p>3.5.2. An incumbent must have work recognised as distinguished in a discipline at the international level. Towards this they must produce at least 2 referee reports from national/international peers.</p> <p>3.5.3. Minimum 2 Original Article/Systematic/Meta-analysis in peer reviewed journals as 1st Author /1 peer reviewed book/1 peer reviewed chapters as principal author. *</p> <p><i>*To be reviewed by Publication Review Committee</i></p> <p><i>All the original article, systematic review papers, meta-analysis and book chapters will be assessed for their significant findings or contributions by Publication Review Committee for its eligibility as per the set criteria.</i></p>
		<p>3.6. <u>Preferable Criteria</u></p> <p>3.6.1. At least 7 documentary evidences in various areas mentioned below:</p> <ul style="list-style-type: none"> i. Accomplishment that led to a national or, as appropriate, national reputation in their field of expertise. (Invitation as key note speaker by, reviewer of refereed journals, patronization by the government and task force member) ii. Taken responsibility for policy and strategy in a specific area, developing and promoting a clear vision of the Faculty’s/unit’s strategic direction; iii. Led and managed a team of senior colleagues, who have delegated responsibility for specific strands of work/sub-units; iv. Contributed to the running of the University/organisation by taking up leadership responsibility and participating in decision-making and governance including chairing significant committees as appropriate, at

Band	Positions	Requirements/Criteria
		<p>Faculty/faculty/university/organisation level;</p> <p>v. Managed relations with external partners and stakeholders; and</p> <p>vi. Made a leading contribution to debates at national and international levels about new approaches to teaching, learning, assessment policy, methods and practices. It should also include high level publication or contribution to conferences and/or working with relevant experts in the area of specialisation.</p> <p>vii. Managed employee and other resources of a significant academic area/unit, including the allocation of workloads and the appraisal of academics.</p>

Band	Positions	Requirements/Criteria
BROAD-BANDED	Senior Lecturer (Position Level 4 equivalent to P1)	<p>1. <u>Mandatory Criteria</u></p> <p>1.1. Minimum of 4 years of active service as Lecturer with Bachelors qualification in the relevant field;</p> <p>1.2. An employee must have work recognised as distinguished in a discipline at the national/international level. Towards this the employee must produce documentary evidences in the following areas:</p> <ul style="list-style-type: none"> • Evidences related to high quality teaching in the areas of module evaluation, faculty evaluation, teaching for innovation, designing new innovative modules and revising existing modules through: • Minimum 'Very Good' performance rating for the past three years <p>1.3. Approximately of 80 percent time for teaching learning, 10 percent for Research/Grant and 10 percent for Administrative;</p>
		<p>1. <u>Preferable Criteria</u></p> <p>1.1. Academics must produce at least 5 documentary evidences in various areas mentioned below:</p> <p>2.1.1. Recommendation from the Faculty HR Committee signed by the Dean;</p> <p>2.1.2. Participated in developing and promoting a clear vision of the Faculty's/unit's strategic direction;</p> <p>2.1.3. Participated as a team member to support senior colleagues, who have delegated responsibility for specific strands of work/sub-units;</p> <p>2.1.4. Contributed to the running of the University by participating in decision-making and governance including committees or taskforce as appropriate, at Faculty and/or University level;</p> <p>2.1.5. Represented and promoted the University externally – nationally and internationally e.g. managing relations with external partners and stakeholders;</p> <p>2.1.6. Coordinated the organisation of conferences, seminars, workshops and/or working with relevant experts in the area of specialisation; and</p> <p>i. Contributed as resource persons, coordinators or organisers for various professional development activities within the Faculty/University as well as for those outside the University.</p>

Band	Positions	Requirements/Criteria
		<p>3. Lateral Entry (Recruitment)</p> <p>3.1. Mandatory Criteria</p> <p>3.1.1. Experience:</p> <ol style="list-style-type: none"> i. Entry level with PhD/MD/MS qualification in relevant field; OR ii. Already serving at Sr. Lecturer position in a recognised university with the minimum with Bachelor’s Degree; OR iii. Masters’ qualification with having served as Lecturer or equivalent position for at least 4 years in a recognised university. <p>3.1.2. An incumbent must have work recognised as distinguished in a discipline at the international level. Towards this they must produce at least 2 referee reports from national/international peers.</p> <p>3.2. Preferable Criteria</p> <p>3.2.1. Evidences related to engagement in professional services will be an added advantage.</p>
	<p>Lecturer (Position Level 5 equivalent to P2)</p>	<p>1. Mandatory Criteria</p> <p>1.1. Minimum of 4 years of active service as Associate Lecturer with Bachelors qualification in the relevant field;</p> <p>OR</p> <p>1.2. Diploma with 5 years of active serves as Associate Lecturer. (<i>Interim for existing employee</i>)</p> <p>1.3. An employee must have work recognised as distinguished in a discipline at the national/international level. Towards this the staff must produce documentary evidences in the following areas:</p> <p>1.4.1. Evidences related to high quality teaching in the areas of module evaluation, faculty evaluation, teaching for innovation, designing new innovative modules and revising existing modules through:</p> <ul style="list-style-type: none"> • ‘Very Good’ performance rating for the past three years <hr/> <p>2. Preferable Criteria</p> <p>1.4. Academics must produce at least 2 documentary evidences in any of the areas mentioned below:</p> <ol style="list-style-type: none"> 2.1.1. Recommendation from the Faculty HR Committee signed by the Dean. 2.1.2. Participated in developing and promoting a clear vision of the Faculty’s/unit’s strategic direction; 2.1.3. Participated as a team member to support senior colleagues, who have delegated responsibility for specific strands of work/sub-units; 2.1.4. Contributed to the running of the University by participating in decision-making and governance including committees or taskforce as appropriate, at Faculty and/or University level; 2.1.5. Represented and promoted the University externally – nationally and internationally e.g. managing relations with external partners and

Band	Positions	Requirements/Criteria
		<p>stakeholders;</p> <p>2.1.6. Coordinated the organisation of conferences, seminars, workshops and/or working with relevant experts in the area of specialisation; and</p> <p>2.1.7. Contributed as resource persons, coordinators or organisers for various professional development activities within the Faculty/University as well as for those outside the University.</p> <hr/> <p>3. Lateral Entry</p> <p>3.1. Mandatory Criteria</p> <p>3.1.1. Entry level with Master’s qualification in relevant field; OR</p> <p>3.1.2. Bachelors with 10 years of relevant experience; OR</p> <p>3.2. Preferable</p> <p>3.2.1. Evidences related to engagement in professional services will be an added advantage.</p>
	Associate Lecturer (Position Level 6 equivalent to P3)	<p>1. Mandatory Criteria</p> <p>1.1. Entry level with Bachelor’s qualification in relevant field;</p>

Position Profile Matrix Instructors/Tutors						
Band	Position Level	Position Title	Minimum Duration for Promotion	Minimum Qualification	Annual Performance Ratings	Remarks
Broad Banded	5	Sr. Instructor/ Sr. Tutor	4 years as Instructor in Position Level 6	Class XII with Diploma in relevant fields	Minimum of "Very good" in three Annual Performance Ratings since the last date of promotion.	Lateral entry i. GNM Diploma: 15 years of work experience in the relevant field ii. Diploma qualification other than GNM: 19 years of work experience in the relevant field
	6	Instructor/ Tutor	4 years as Assistant Instructor in Position Level 7			CEILING - Without Diploma qualification Lateral entry i. GNM Diploma: 11 years of work experience in the relevant field ii. Diploma qualification other than GNM: 15 years of work experience in the relevant field
	7	Assistant Instructor/ Assistant Tutor	4 years as Assistant Instructor I in Position Level 8			Lateral entry i. GNM Diploma: 7 years of work experience in the relevant field ii. Diploma qualification other than GNM: 11 years of work experience in the relevant field
	8	Assistant Instructor I/ Assistant Tutor I	4 years as Assistant Instructor II in Position Level 9			ENTRY for Diploma in GNM qualification with 3 years of work experience in the relevant field Lateral Entry for Diploma qualification other than GNM: 7 years of work experience in the relevant field
	9	Assistant Instructor II/ Assistant Tutor II				ENTRY for Diploma qualification other than GNM with 3 years of work experience in the relevant field

**Position Profile Matrix
for
Administrative and Technical
Employee
Professional Category**

Position Profile Matrix for Administrative and Technical Employee Professional Category

Band	Position Level	Position Title	Experience	Minimum Qualification	Appointment	Terms of Office
President						
N/A	Equivalent to Cabinet Secretary level	President	Minimum of 20 years of experience as per the UMS Act 2012.	Masters Qualification	By government on the recommendation of the Governing Council	Fixed term of 5 years renewal by another term or attainment of 65 years, whichever is earlier.
Registrar						
N/A	Position Level 1 equivalent to EX 1	Registrar	15 years of experience including at least 3 years experiences in Managerial and Administrative Posts	Masters in Health and Medical or relevant fields	By the GC through open competition	Fixed term of 5 years renewal by another term or attainment of 60 years, whichever is earlier
Dean						
N/A	Position Level 1 equivalent to EX 1	Dean	15 years of experience including at least 3 years of experience in Managerial and Administrative Posts in Position Level 3 equivalent to ES III or EXIII	Masters in Health and Medical or relevant fields	By the President through open competition	Fixed term of 4 years renewal by another term or attainment of 60 years, whichever is earlier. The extension will be based on outstanding performance
Deputy Dean (Academic and Student Affairs)						
N/A	Leadership Position (to be served at the same position level)	Deputy Dean	Position Level (P2 and above) Only full-time faculty of the University is eligible for the position	Masters	By the President through open competition	Fixed term of 4 years renewal by another term based on outstanding performance

Band	Position Level	Position Title	Minimum Duration for Promotion	Minimum Qualification	Annual Performance Ratings	Remarks
Director General/Director						
NA	Position Level 2 (EX II)	Director General	4 years as Director	Master's Degree	Outstanding performance for 3 consecutive years	Regular
NA	Position Level 3 (EX III)	Director	Minimum 15 years of experience including at least 3 years of experience in Managerial and Administrative Position in Position Level 4 equivalent to P1	Master's Degree	By the President through open competition	Regular
Director (MECRIT)						
NA	Position Level 3 (EX III)	Director <i>(Position will be announce either as Director as per the need on contract)</i>	Minimum of 15 years' experience including at least 3 years of experience in Managerial and Administrative Posts in Position Level 4 equivalent to P1 for Director.	Master's Degree in relevant field	By the President through open competition	On Fixed Term for 5 years renewal by another term or attainment of 60 years, whichever is earlier
Subject Matter Specialists						
N/A	Position Level 1 (ES-I)	Subject Matter Specialists (researchers and other specialist areas/Grant based recruitment on contract)	There is no broad banding for specialist positions. Therefore, up gradation of specialists shall be based on need and approval from the GC.	<ul style="list-style-type: none"> • Minimum of Masters • Should have served a minimum of 4 years at Position level 2 or equivalent position • Minimum of 6 publications (as principal author in peer-reviewed journals) • Secured minimum of total grant amounting to Nu. 5 million 	Consistently Outstanding ratings for the past 3 years	

NA	Position Level 2 (ES-II)	Subject Matter Specialists (researchers and other specialist areas/Grant based recruitment on contract)	There is no broad banding for specialists' positions. Therefore, up gradation of specialists shall be based on need and approval from the GC	<ul style="list-style-type: none"> • Minimum of Master's degree • Should have served a minimum of 4 years at Position level 3 or equivalent position • Minimum of 4 publications (as principal author in peer-reviewed journals) • Secured minimum of total grant amounting to Nu. 2.5 million 	Consistently Outstanding ratings for the past 3 years	
NA	Position Level 3 (ES III)	Subject Matter Specialists (researchers and other specialist areas/Grant based recruitment on contract) (Define subject matter specialists)	There is no broad banding for specialist's positions. Therefore, up gradation of specialists shall be based on need and approval from the GC	<ul style="list-style-type: none"> • Minimum of Master's degree • Should have served a minimum of 4 years at Position level 4 or equivalent position • Minimum of 2 publications (as principal author in peer-reviewed journals) • Secured minimum of total grant amounting to Nu. 1.5 million 	Consistently Outstanding ratings for the past 3 years	
Controller of Examination						
NA	Position Level 3 (EX III)	Controller of Examination	Should have teaching experience in relevant field.	Minimum of Master's degree in relevant qualification	By the President through open competition	Fixed term of 4 years renewal by another term or attainment of 60 years, whichever is earlier. The extension will be based on outstanding performance

Band	Position Level	Position Title	Minimum Duration for Promotion	Minimum Qualification	Annual Performance Ratings	Remarks
Legal Unit						
Broadband	4	Chief Legal Officer	4 years as Dy. Chief, Legal Officer	Bachelors with relevant qualification	Minimum of "Very good" in all Annual Performance Ratings since the last date of promotion.	
	5	Dy. Chief, Legal Officer	4 years as Sr. Legal Officer	Bachelors with relevant qualification		
	6	Sr. Legal Officer	4 years as Legal Officer excluding probation period	Bachelors with relevant qualification		
	7	Legal Officer		LLB with PGDNL		Entry
Internal Auditing Unit						
	4	Chief, Internal Auditor	4 years as Dy. Chief Internal Auditor	Bachelors with relevant qualification	Minimum of "Very good" in all Annual Performance Ratings since the last date of promotion	
Broadband	5	Dy. Chief, Internal Auditor	4 years as Sr. Internal Auditor	Bachelors with relevant qualification		
	6	Sr. Internal Auditor	4 years as Internal Auditor	Bachelors with relevant qualification		
	7	Internal Auditor	4 years as Asst. Internal Auditor excluding probation period	Bachelors with relevant qualification		
	8	Asst. Internal Auditor		BBA/BBM/B. Com		ENTRY
Human Resource Unit						
Broadband	4	Chief HR Officer	4 years as Dy. Chief HR Officer	Bachelors with relevant qualification	Minimum of "Very good" in all Annual Performance Ratings since the last date of promotion.	
	5	Dy. Chief HR Officer	4 years as Sr. HR Officer	Bachelors with relevant qualification		
	6	Sr. HR Officer	4 years as HR Officer	Bachelors with relevant qualification		
	7	HR Officer	4 years as Asst. HR Officer excluding probation period	Bachelors with relevant qualification		
	8	Asst. HR Officer		Bachelors with PGDPA preferable		ENTRY

Band	Position Level	Position Title	Minimum Duration for Promotion	Minimum Qualification	Annual Performance Ratings	Remarks
Administration Unit						
Broadband	4	Chief, Administrative Officer	4 years as Dy. Chief ADM Officer	Bachelors with relevant qualification	Minimum of "Very good" in all Annual Performance Ratings since the last date of promotion	
	5	Dy. Chief, Administrative Officer	4 years as Sr. Admin. Officer	Bachelors with relevant qualification		
	6	Sr. Admin. Officer	4 years as Admin. Officer	Bachelors with relevant qualification		
	7	Admin. Officer	4 years as Asst. Admin. Officer excluding probation period	Bachelors with relevant qualification		
	8	Asst. Admin. Officer		Bachelors with PGDPA preferable		ENTRY
Media and Communications Unit						
Broadband	4	Chief, Media and Communications Officer	4 years as Dy. Chief Media and Communications Officer	Bachelors with relevant qualification	Minimum of "Very good" in all Annual Performance Ratings since the last date of promotion	
	5	Dy. Chief, Media and Communications Officer	4 years as Sr. Media and Communications Officer	Bachelors with relevant qualification		
	6	Sr. Media and Communications Officer	4 years as Media and Communications Officer	Bachelors with relevant qualification		
	7	Media and Communications Officer	4 years as Asst. Media and Communications Officer excluding probation period	Bachelors with relevant qualification		
	8	Asst. Media and Communications Officer		Bachelors with Media and Communication/English and Dzongkha literature		ENTRY
Procurement Unit						
Broadband	4	Chief Procurement Officer	4 years as Dy. Chief Procurement Officer	Bachelors with relevant qualification	Minimum of "Very good" in all Annual Performance Ratings since the	
	5	Dy. Chief Procurement Officer	4 years as Sr. Procurement Officer	Bachelors with relevant qualification		

Band	Position Level	Position Title	Minimum Duration for Promotion	Minimum Qualification	Annual Performance Ratings	Remarks
	6	Sr. Procurement Officer	4 years as Procurement Officer	Bachelors with relevant qualification	last date of promotion	
	7	Procurement Officer	4 years as Asst. Procurement Officer excluding probation period	Bachelors with relevant qualification		
	8	Asst. Procurement Officer		Bachelors BCom/BBA		ENTRY
Library Unit						
	4	Chief Librarian	4 years as Dy. Chief Librarian	Bachelors/B. Sc Library Science	Minimum of "Very good" in all Annual Performance Ratings since the last date of promotion	
Broadband	5	Dy. Chief Librarian	4 years as Sr. Librarian	Bachelors/B. Sc Library Science		
	6	Sr. Librarian	4 years as Librarian	Bachelors/B. Sc Library Science		
	7	Librarian	4 years as Asst. Librarian excluding probation period	Bachelors/B. Sc Library Science (4 years)		
	8	Asst. Librarian		Bachelors/B. Sc Library Science		ENTRY
Engineering Unit						
Broadband	4	Chief Engineer	4 years as Dy. Chief Engineer	Bachelors with relevant qualification	Minimum of "Very good" in all Annual Performance Ratings since the last date of promotion	
	5	Dy. Chief Engineer	4 years as Sr. Engineer	Bachelors with relevant qualification		
	6	Sr. Engineer	4 years as Engineer excluding probation period	Bachelors with relevant qualification		
	7	Engineer		Bachelors with relevant qualification		ENTRY
Planning Unit						

Band	Position Level	Position Title	Minimum Duration for Promotion	Minimum Qualification	Annual Performance Ratings	Remarks
Broadband	4	Chief Planning Officer	4 years as Dy. Chief Planning Officer	Bachelors with relevant qualification	Minimum of "Very good" in all Annual Performance Ratings since the last date of promotion	
	5	Dy. Chief Planning Officer	4 years as Sr. Planning Officer	Bachelors with relevant qualification		
	6	Sr. Planning Officer	4 years as Planning Officer	Bachelors with relevant qualification		
	7	Planning Officer	4 Years as Assistant Planning Officer excluding probation period	Bachelors with relevant qualification		
	8	Assistant Planning Officer		Bachelors with PGDPA preferable		ENTRY
Finance Unit						
	4	Chief Accounts Officer	4 years as Dy. Chief Finance Officer	BBA/B.Com (Finance)	Minimum of "Very good" in all Annual Performance Ratings since the last date of promotion	
Broadband	5	Dy. Chief Accounts Officer	4 years as Sr. Finance Officer	BBA/B.Com (Finance)		
	6	Sr. Accounts Officer	4 years as Finance Officer	BBA/B.Com (Finance)		
	7	Finance Officer	4 years as Asst. Finance Officer excluding probation period	BBA/B.Com (Finance)		
	8	Asst. Accounts Officer		BBA/B.Com (Finance)		ENTRY
ICT Unit						
	4	Chief ICT Officer	4 years as Dy. Chief, ICT Officer	BCA/B.Sc IT/B.Sc Comp Sci B Eng. IT/B Eng. Software	Minimum of "Very good" in all Annual Performance Ratings since the last date of promotion	
Broadband	5	Dy. Chief, ICT Officer	4 years as Sr. ICT Officer	BCA/B.Sc IT/B.Sc Comp Sci B Eng. IT/B Eng. Software		
	6	Sr. ICT Officer	4 years as ICT Officer	BCA/B.Sc IT/B.Sc Comp Sci B Eng. IT/B Eng. Software		
	7	ICT Officer	4 years as Asst. ICT Officer excluding probation period	(B.Sc IT/B.Sc Comp Sci) with Honors Degree B Eng. IT/B Eng. Software		ENTRY – BE in IT/Software or Honors

Band	Position Level	Position Title	Minimum Duration for Promotion	Minimum Qualification	Annual Performance Ratings	Remarks
						Degree (B.Sc IT/B.Sc Comp Sci)
	8	Asst. ICT Officer		BCA/B.Sc IT/B.Sc Comp Sci		ENTRY
Research Unit						
Broadband	4	Chief Research Officer	4 years as Dy. Chief Research Officer	Bachelors with relevant qualification	Minimum of "Very good" in all Annual Performance Ratings since the last date of promotion	
	5	Dy. Chief Research Officer	4 years as Sr. Research Officer	Bachelors with relevant qualification		
	6	Sr. Research Officer	4 years as Research Officer	Bachelors with relevant qualification		
	7	Research Officer	4 years as Asst. Research Officer excluding probation period	Bachelors with relevant qualification		
	8	Asst. Research Officer		Bachelors with relevant qualification		ENTRY
Program (Quality Assurance Unit, Examination Unit, Student Service and Record Unit, MECRIT, Curriculum Unit, Foreign Relation, Constituent Faculty, BHJ)						
Broadband	4	Chief Program Officer	4 years as Dy. Chief Program Officer	Bachelors with relevant qualification	Minimum of "Very good" in all Annual Performance Ratings since the last date of promotion	
	5	Dy. Chief Program Officer	4 years as Sr. Program Officer	Bachelors with relevant qualification		
	6	Sr. Program Officer	4 years as Program Officer	Bachelors with relevant qualification		
	7	Program Officer	4 years as Asst. Program Officer excluding probation period	Bachelors with relevant qualification		
	8	Asst. Program Officer		Bachelors with relevant qualification		ENTRY

**Position Profile Matrix
for
Administrative and Technical
Employee Supervisory and
Support Category**

Position Profile Matrix for Administrative and Technical Employee Supervisory and Support Category

Band	Position Level	Position Title	Minimum Duration for Promotion	Minimum Qualification	Annual Performance Ratings	Remarks
ICT Technical Associate						
Broadband	5	Sr. ICT Technical Associate	4 years as Sr. ICT Technical Associate I in PL-6	Class XII with Diploma (2 year or equivalent) (DIMS, Dip. Computer System & Network)	Minimum of "Very good" in all Annual Performance Ratings since the last date of promotion.	
	6	Sr. ICT Technical Associate I	4 years as Sr. ICT Technical Associate II in PL-7	Class XII with Diploma (2 year or equivalent) (DIMS, Dip. Computer System & Network)		
	7	Sr. ICT Technical Associate II	4 years as Sr. ICT Technical Associate III PL-8	Class XII with Diploma (2 year or equivalent) (DIM, Dip. Computer System & Network)		
	8	Sr. ICT Technical Associate III	4 years as ICT Technical Associate I in PL-9	Class XII with Diploma (2 year or equivalent) (DIMS, Dip. Computer System & Network)		
	9	ICT Technical Associate I	4 years as ICT Technical Associate II in PL-10 excluding probation period	Class XII with Diploma (2 year or equivalent) (DIMS, Dip. Computer System & Network)		
	10	ICT Technical Associate II		Class XII with Diploma (2 year or equivalent) (DIMS, Dip. Computer System & Network)		ENTRY
Accounts Assistant						
Broadband	5	Sr. Accounts Asst	4 years as Sr. Accounts Asst. I in PL-6	Class XII with Diploma (2 year or equivalent) (DFM)	Minimum of "Very good" in all Annual	

	6	Sr. Accounts Asst I	4 years as Sr. Accounts Asst. II in PL-7	Class XII with Diploma (2 year or equivalent) (DFM)	Performance Ratings since the last date of promotion.	CEILING - Without Diploma level qualification
	7	Sr. Accounts Asst II	4 years as Sr. Accounts Asst. III in PL-8	Class XII with Diploma (2 year or equivalent) (DFM)		
	8	Sr. Accounts Asst III	4 years as Accounts Asst. in PL-9	Class XII with Diploma (2 year or equivalent) (DFM)		
	9	Accounts Asst	4 years as Accounts Asst. I in PL-10	Class XII with Diploma (2 year or equivalent) (DFM)		
	10	Accounts Asst I	4 years as Accounts Asst. II in PL-11	Class XII with Diploma (2 year or equivalent) (DFM)		ENTRY – With relevant Diploma qualification
	11	Accounts Asst II	4 years as Accounts Asst. III in PL-12 excluding probation period	Non-Class XII with Diploma (2 year or equivalent) (DFM)/In-service with Diploma		
	12	Accounts Asst III		Non-Class XII with Diploma (2 year or equivalent) (DFM)/In-service with Diploma		Interim for existing staff only
Electrician						
Broadband	5	Sr. Electrician	4 years as Sr. Electrician I in PL-6	Class XII with Diploma (2 year or equivalent)/In-service with Diploma	Minimum of "Very good" in all Annual Performance Ratings since the last date of promotion.	
	6	Sr. Electrician I	4 years as Sr. Electrician II in PL-7	Class XII with Diploma (2 year or equivalent)/In-service with Diploma		CEILING - Without Diploma qualification
	7	Sr. Electrician II	4 years as Sr. Electrician III in PL-8	Class XII with Diploma (2 year or equivalent)/In-service with Diploma		
	8	Sr. Electrician III	4 years as Sr. Electrician IV in PL-9	Class XII with Diploma (2 year or equivalent)/In-service with Diploma		
	9	Sr. Electrician IV	4 years as Sr. Electrician V in PL-10	Class XII with Diploma (2 year or equivalent)/In-service with Diploma		

	10	Sr. Electrician V	4 years as Electrician I in PL-11	Class XII with Diploma (2 year or equivalent)/In-service with Diploma		ENTRY – With relevant Diploma qualification
	11	Electrician I	4 years as Electrician II in PL-12 excluding probation period	Class X with 2 yrs Certificate (VTI)		
	12	Electrician II		Class X with 2 yrs Certificate (VTI) / In-service with Certificate		ENTRY
Plumber						
Broadband	5	Sr. Plumber	4 years as Sr. Plumber I in PL-6	Class XII with Diploma (2 year or equivalent)/In-service with Diploma	Minimum of "Very good" in all Annual Performance Ratings since the last date of promotion.	
	6	Sr. Plumber I	4 years as Sr. Plumber II in PL-7	Class XII with Diploma (2 year or equivalent)/In-service with Diploma		CEILING - Without Diploma qualification
	7	Sr. Plumber II	4 years as Sr. Plumber III in PL-8	Class XII with Diploma (2 year or equivalent)/In-service with Diploma		
	8	Sr. Plumber III	4 years as Sr. Plumber IV in PL-9	Class XII with Diploma (2 year or equivalent)/In-service with Diploma		
	9	Sr. Plumber IV	4 years as Sr. Plumber V in PL-10	Class XII with Diploma (2 year or equivalent)/In-service with Diploma		
	10	Sr. Plumber V	4 years as Plumber I in PL-11	Class XII with Diploma (2 year or equivalent)/In-service with Diploma		ENTRY – With relevant Diploma qualification
	11	Plumber I	4 years as Plumber II in PL-12 excluding probation period	Class XII with 1 yr Certificate (VTI) / In-service with Certificate		
	12	Plumber II		Class XII with 1 yr Certificate (VTI) / In-service with Certificate		ENTRY for Certificate
Carpenter						
Broadband	5	Sr. Carpenter	4 years as Sr. Carpenter I in PL-6	Class XII with Diploma (2 year or equivalent)/In-service with Diploma	Minimum of "Very good"	

	6	Sr. Carpenter I	4 years as Sr. Carpenter II in PL-7	Class XII with Diploma (2 year or equivalent)/In-service with Diploma	in all Annual Performance Ratings since the last date of promotion.	CEILING - Without Diploma level qualification
	7	Sr. Carpenter II	4 years as Sr. Carpenter III in PL-8	Class XII with Diploma (2 year or equivalent)/In-service with Diploma		
	8	Sr. Carpenter III	4 years as Sr. Carpenter IV in PL-9	Class XII with Diploma (2 year or equivalent)/In-service with Diploma		
	9	Sr. Carpenter IV	4 years as Carpenter V in PL-10	Class XII with Diploma (2 year or equivalent)/In-service with Diploma		
	10	Sr. Carpenter V	4 years as Carpenter I in PL-11	Class XII with Diploma (2 year or equivalent)/In-service with Diploma		ENTRY – With relevant Diploma qualification
	11	Carpenter I	4 years as Carpenter II in PL-12 excluding probation period	Class XII with 1 yr Certificate (VTI) / In-service with Certificate		
	12	Carpenter II		Class XII with 1 yr Certificate (VTI) / In-service with Certificate		ENTRY
Administrative Assistant						
Broadband	5	Sr. Administrative Assistant	4 years as Sr. Administrative Assistant I in PL-6	Class XII with Diploma in relevant field	Minimum of "Very good" in all Annual Performance Ratings since the last date of promotion	
	6	Sr. Administrative Assistant I	4 years as Sr. Administrative Assistant II in PL-7	Class XII with training in relevant field		CEILING - Without Diploma qualification
	7	Sr. Administrative Assistant II	4 years as Sr. Administrative Assistant III in PL-8	Class XII with training in relevant field		
	8	Sr. Administrative Assistant III	4 years as Sr. Administrative Assistant IV in PL-9	Class XII with training in relevant field		
	9	Sr. Administrative Assistant IV	4 years as Sr. Administrative Assistant V in PL-10	Class XII with training in relevant field		
	10	Sr. Administrative Assistant V	4 years as Administrative Assistant I in PL-11	Class XII with training in relevant field		

	11	Administrative Assistant I	4 years as Administrative Assistant II in PL-12	Class XII with training in relevant field		
	12	Administrative Assistant II	4 years as Administrative Assistant III in PL-13 excluding probation period	Class XII with training in relevant field		
	13	Administrative Assistant III		Class XII		ENTRY
Store Keeper						
Broadband	5	Sr. Store Keeper	4 years Sr. Store Keeper I in PL-6	Class XII with Diploma in relevant field		
	6	Sr. Store Keeper I	4 years Sr. Store Keeper II in PL-7	Class XII with training in relevant field		CEILING - Without Diploma level qualification
	7	Sr. Store Keeper II	4 years Sr. Store Keeper III in PL-8	Class XII with training in relevant field		
	8	Sr. Store Keeper III	4 years Sr. Store Keeper IV in PL-9	Class XII with training in relevant field	Minimum of "Very good" in all Annual Performance Ratings since the last date of promotion	
	9	Sr. Store Keeper IV	4 years Sr. Store Keeper V in PL-10	Class XII with training in relevant field		
	10	Sr. Store Keeper V	4 years as Sr. Store Keeper VI in PL-11	Class XII with training in relevant field		
	11	Sr. Store Keeper VI	4 years as Store Keeper in PL-12	Class XII with training in relevant field		
	12	Store Keeper	4 years as Store Assistant in PL-13 excluding probation period	Class XII with training in relevant field		
	13	Store Assistant		Class XII		ENTRY
Library Assistant						
Broadband	5	Jr. Librarian	4 years as Jr. Librarian I in PL-6	Class XII with Diploma in relevant field	Minimum of "Very good"	

	6	Jr. Librarian I	4 years as Jr. Librarian II in PL-7	Class XII with training in relevant field	in all Annual Performance Ratings since the last date of promotion	CEILING - Without Diploma qualification
	7	Jr. Librarian II	4 years as Jr. Librarian III in PL-8	Class XII with training in relevant field		
	8	Jr. Librarian III	4 years as Jr. Librarian IV in PL-9	Class XII with training in relevant field		
	9	Jr. Librarian IV	4 years as Jr. Librarian V in PL-10	Class XII with training in relevant field		
	10	Jr. Librarian V	4 years as Library Assistant I in PL-11	Class XII with training in relevant field		ENTRY – With relevant Diploma qualification
	11	Library Assistant I	4 years in PL-12	Class XII with training in relevant field		
	12	Library Assistant II	4 years as Library Assistant III in PL-13 excluding probation period	Class XII with training in relevant field		
	13	Library Assistant III		Class XII		ENTRY
Mess In-charge						
Broadband	5	Mess In-charge	4 Years as Mess In-charge in Position Level 9	Class XII with Diploma	Minimum of "Very good" in all Annual Performance Ratings since the last date of promotion	
	6	Mess In-charge	4 Years as Mess In-charge in Position Level 9	Class XII		CEILING - Without Diploma qualification
	7	Mess In-charge	4 Years as Mess In-charge in Position Level 9	Class XII		
	8	Mess In-charge	4 Years as Mess In-charge in Position Level 9	Class XII		
	9	Mess In-charge	4 Years as Mess In-charge in Position Level 10	Class XII		
	10	Mess In-charge	4 Years as Mess In-charge in Position Level 11	Class XII		

	11	Mess In-charge	4 Years as Mess In-charge in Position Level 12	Class XII		
	12	Mess In-charge	4 Years as Mess In-charge in Position Level 13 excluding probation period	Class XII		
	13	Mess In-charge		Class XII		ENTRY
Personal Assistant						
Broadband	5	Sr. Personal Assistant	4 years as Personal Asst. in PL-6	Class XII with Diploma in relevant field	Minimum of "Very good" in all Annual Performance Ratings since the last date of promotion	
	6	Sr. Personal Assistant I	4 years as Personal Asst. in PL-7	Class XII with training in relevant field		CEILING - Without Diploma qualification
	7	Sr. Personal Assistant II	4 years as Personal Asst. in PL-8	Class XII with training in relevant field		
	8	Sr. Personal Assistant III	4 years as Personal Asst. in PL-9	Class XII with training in relevant field		
	9	Sr. Personal Assistant IV	4 years as Personal Asst. in PL-10	Class XII with training in relevant field		
	10	Sr. Personal Assistant V	4 years as Personal Asst. in PL-11	Class XII with training in relevant field		
	11	Personal Assistant I	4 years as Personal Asst. in PL-12	Class XII with training in relevant field		
	12	Personal Assistant II	4 years as Personal Asst. in PL-13 excluding probation period	Class XII with training in relevant field		
	13	Personal Assistant III		Class XII		ENTRY
Laboratory Technician						
Broadband	5	Sr. Laboratory Technician	4 years as Sr. Laboratory Technician I in PL-6	Class XII with Diploma (2 year or equivalent)/In-service with Diploma	Minimum of "Very good"	

	6	Sr. Laboratory Technician I	4 years as Sr. Laboratory Technician II in PL-7	Class XII with Diploma (2 year or equivalent)/In-service with Diploma	in all Annual Performance Ratings since the last date of promotion.	CEILING - Without Diploma qualification
	7	Sr. Laboratory Technician II	4 years as Sr. Laboratory Technician III in PL-8	Class XII with Diploma (2 year or equivalent)/In-service with Diploma		
	8	Sr. Laboratory Technician III	4 years as Laboratory Technician in PL-9	Class XII with Diploma (2 year or equivalent)/In-service with Diploma		
	9	Laboratory Technician	4 years as Assistant Laboratory Technician I in PL-10	Class XII with Diploma (2 year or equivalent)/In-service with Diploma		
	10	Assistant Laboratory Technician I	4 years as Assistant Laboratory Technician II in PL-11 excluding probation period/ Entry with relevant Diploma qualification	Class XII with Diploma (2 year or equivalent)/In-service with Diploma		ENTRY – With relevant Diploma qualification
	11	Assistant Laboratory Technician II	4 years as Laboratory Assistant in PL-12/ Entry with relevant certificate qualification	Class XII with 2 years Certificate		ENTRY - With relevant Certificate qualification
	12	Assistant Laboratory Technician III	4 years as Laboratory Assistant I in PL-13 excluding probation period	Class X (or CI VIII with good amount of experiences and professional development in the area of expertise)		(Interim)
	13	Assistant Laboratory Technician IV		Class X (or CI VIII with good amount of experiences and professional development in the area of expertise)	(Interim)	
Communication Technician						
Broad banded	5	Sr. Communication Technician	4 years as Sr. Communication Technician I in PL-6	Class XII with Diploma in relevant field	Minimum of "Very good" in all Annual Performance Ratings since the last date of promotion.	
	6	Sr. Communication Technician I	4 years as Sr. Communication Technician II in PL-7	Class XII with relevant training		CEILING - Without Diploma qualification
	7	Sr. Communication Technician II	4 years as Sr. Communication Technician III in PL-8	Class XII with relevant training		
	8	Sr. Communication Technician III	4 years as Sr. Communication Technician IV in PL-9	Class XII with relevant training		

	9	Sr. Communication Technician IV	4 years as Sr. Communication Technician V in PL-10	Class XII with relevant training		
	10	Sr. Communication Technician V	4 years as Communication Technician I in PL-11	Class XII with relevant training		ENTRY – With relevant Diploma qualification
	11	Communication Technician I	4 years as Communication Technician II in PL-6	Class XII with relevant training		
	12	Communication Technician II	4 years as Communication Technician III in PL-13 excluding probation period	Class XII with relevant training		
	13	Communication Technician III		Class XII with relevant training		ENTRY
Record Assistant						
Broadband	5	Sr. Record Assistant	4 years as Sr. Record Assistant I in PL-6	Class XII with Diploma in relevant field	Minimum of "Very good" in all Annual Performance Ratings since the last date of promotion	
	6	Sr. Record Assistant I	4 years as Sr. Record Assistant II in PL-7	Class XII with relevant training		CEILING - Without Diploma qualification
	7	Sr. Record Assistant II	4 years as Sr. Record Assistant III in PL-8	Class XII with relevant training		
	8	Sr. Record Assistant III	4 years as Sr. Record Assistant IV in PL-9	Class XII with relevant training		
	9	Sr. Record Assistant IV	4 years as Sr. Record Assistant V in PL-10	Class XII with relevant training		
	10	Sr. Record Assistant V	4 years as Record Assistant I in PL-11	Class XII with relevant training		ENTRY – With relevant Diploma qualification
	11	Record Assistant I	4 years as Record Assistant II in PL-12	Class XII with relevant training		
	12	Record Assistant II	4 years as Record Assistant III in PL-13 excluding probation period	Class XII with relevant training		

	13	Record Assistant III		Class XII		ENTRY
Procurement Assistant						
Broadband	5	Sr. Procurement Assistant	4 years as Sr. Procurement Assistant I in PL-6	Class XII with Diploma relevant field	Minimum of "Very good" in all Annual Performance Ratings since the last date of promotion	
	6	Sr. Procurement Assistant I	4 years in Sr. Procurement Assistant II PL-7	Class XII with relevant training		CEILING - Without Diploma level qualification
	7	Sr. Procurement Assistant II	4 years in Sr. Procurement Assistant III PL-8	Class XII with relevant training		
	8	Sr. Procurement Assistant III	4 years in Sr. Procurement Assistant IV PL-9	Class XII with relevant training		
	9	Sr. Procurement Assistant IV	4 years in Sr. Procurement Assistant V PL-10	Class XII with relevant training		
	10	Sr. Procurement Assistant V	4 years in Procurement Assistant I PL-11	Class XII with relevant training		ENTRY – With relevant Diploma qualification
	11	Procurement Assistant I	4 years in Procurement Assistant II PL-12	Class XII with relevant training		
	12	Procurement Assistant II	4 years in Procurement Assistant III PL-13 excluding probation period	Class XII with relevant training		
	13	Procurement Assistant III		Class XII		ENTRY

Position Profile Matrix for Operational Category

Position Profile Matrix for Operational Category						
Band	Position Level	Position Title	Minimum Duration for Promotion	Minimum Qualification	Annual Performance Ratings	Remarks
Driver/ Receptionist/ Telephone Operator/Dispatcher						
Broad banded	11	Sr. (Driver / Receptionist/ Telephone Operator/ Dispatcher)	4 years as Sr. (Dispatcher, Telephone Operator, Driver, Receptionist) I in PL-12	Class X with relevant trainings and skills	Minimum of "Very good" in all Annual Performance Ratings since the last date of promotion.	
	12	Sr. (Driver / Receptionist/ Telephone Operator/Dispatcher) I	4 years as Sr. (Dispatcher, Telephone Operator, Driver, Receptionist) II in PL-13	Class X with relevant trainings and skills		
	13	Sr. (Driver / Receptionist/ Telephone Operator/Dispatcher) II	4 years as Sr. (Dispatcher, Telephone Operator, Driver, Receptionist) III in PL-14	Class X with relevant trainings and skills		
	14	Sr. (Driver / Receptionist/ Telephone Operator/Dispatcher) III	4 years as (Dispatcher, Telephone Operator, Driver, Receptionist) I in PL-15	Class X with relevant trainings and skills		
	15	(Driver / Receptionist / Telephone Operator / Dispatcher) I	4 years as (Dispatcher, telephone Operator, Driver, receptionist) II in PL-16	Class X with relevant trainings and skills		
	16	(Driver / Receptionist / Telephone Operator / Dispatcher) II	4 years as (Dispatcher, telephone Operator, Driver, receptionist) III in PL-17 excluding probation period	Class X with relevant trainings and skills		
	17	(Driver / Receptionist / Telephone Operator / Dispatcher) III		Class X with relevant trainings and skills		ENTRY
Security Guard, Cook, Sweeper, Gardener, Messenger						
Broad banded	16	Security Guard, Cook, Sweeper, Gardener, Messenger	4 years as (Security Guard, Cook, Sweeper, Gardener, Messenger) in PL 17	Basic training and skills in respective job	Minimum of "Very good" in all Annual Performance Ratings since the last date of promotion.	
	17	Security Guard, Cook, Sweeper, Gardener, Messenger	4 years as (Security Guard, Cook, Sweeper, Gardener, Messenger) in PL 18			
	18	Security Guard, Cook, Sweeper, Gardener, Messenger	4 years as (Security Guard, Cook, Sweeper, Gardener, Messenger) in PL 19 excluding probation period			
	19	Security Guard, Cook, Sweeper, Gardener, Messenger				ENTRY

**Generic job description
for
Academic Positions**

For Academic positions, the generic job description shall be categorised under three broad areas namely Teaching, Research and Services. The details shall be as below:

1. Professor (Position Level 1)

Capping: 2 Professors per Department/Programme

Teaching

- 1.1. Lead the development, delivery and review of teaching provision in the subject area for students at all levels;
- 1.2. Develop and review approaches to teaching, learning and assessment which advances techniques and standards locally, and contribute to policy and current debate in the field;
- 1.3. Oversee the development and offering of high-quality teaching in the areas of programme evaluation, teaching for innovation, designing new innovative programmes and revising existing programmes;
- 1.4. Teach independent modules and assess within own subject area at a range of levels from undergraduate to postgraduate levels;

Clinical Services

- 1.5. The Professors may take up the clinical services as per the requirement
- 1.6. Manage the OPD, indoors, community clinical services in the respective departments;
- 1.7. Provide guidance to the clinical employees in the departments;
- 1.8. Promote and practice evidence-based medicines;
- 1.9. Provide technical and expert services to the relevant agencies;
- 1.10. Promote coordination among various departments;
- 1.11. Conduct grand rounds; and
- 1.12. Conduct, coordinate and participate in seminars, journal clubs, and other relevant professional development activities.

Research & Innovation

- 1.13. Supervise post graduate research and research projects as principal supervisor;
- 1.14. Lead and write research grants.
- 1.15. Make a leading contribution to the development and implementation of research strategy at Faculty level or equivalent;
- 1.16. Plan and lead the development, implementation and publication/dissemination of research of outstanding quality and international repute for a designated area;

- 1.17. Where appropriate to the field, lead major funding bids which develop and sustain research support in the area of specialisation and advance the reputation of the University;
- 1.18. Make a leading personal contribution to research in the field nationally and internationally by means of publication etc;
- 1.19. Sustain other research-related contributions through conference papers and presentations and/or consultancy projects and advice;
- 1.20. Take up leadership in national, regional and international level researches and enhance high scholarships which can be assessed in securing grants, working as chief editor/reviewer in international peer reviewed journals and serving in offices outside University;

Services

- 1.21. Manage employee and other resources of a significant academic area, including the allocation of workloads, appraisal of academics and mentoring of young academics;
- 1.22. Take responsibility for policy and strategy in a specific area, developing and promoting a clear vision of the Faculty's strategic direction;
- 1.23. Lead and manage a team of senior colleagues, who have delegated responsibility for specific strands of work;
- 1.24. Contribute to the operation of the University by taking up leadership responsibility and participating in decision-making and governance including chairing significant committees as appropriate, at Faculty and/or University level;
- 1.25. Represent and promote the University externally – nationally and internationally e.g. managing relations with external partners and stakeholders;
- 1.26. Acquire national and international reputation in their field of expertise. (Invitation as key note speaker by, reviewer of refereed journals, patronisation by the government and task force member)
- 1.27. Play a leading role in the relevant wider academic and, where appropriate, professional community;
- 1.28. Make a leading contribution to debates at national and international levels about new approaches to teaching-learning, assessment policy, methods and practices. It should also include high level publication or contribution to conferences and/or working with relevant experts in the area of specialisation; and
- 1.29. Contribute as resource persons, coordinators or organisers for various professional development activities within the Faculty/University as well as for those outside.

2. Associate Professor (Position Level 2)

Capping: 3 Associate Professors per Department/Programme

Teaching

- 3.3. Lead the development, application, and maintenance of academic standards in a defined area of works;
- 3.4. Develop/improve approaches to teaching and learning which are innovative for the subject area and reflect developing good practices elsewhere;
- 3.5. Leading innovation in area e.g., admissions, student welfare, educational technology, student services, peer assessment of teaching.
- 3.6. Lead curriculum development and/or renewal at programme level or equivalent;
- 3.7. Develop and manage significant teaching activities;
- 3.8. Oversee the development and offering of high-quality teaching in the areas of programme evaluation, teaching for innovation, designing new innovative programmes and revising existing programmes;
- 3.9. Teach independent modules and assess within own subject area at a range of levels from undergraduate to postgraduate levels;

Clinical Services

- 3.10. Manage the OPD, indoors, community clinical services in the respective departments;
- 3.11. Provide guidance to the clinical employees in the departments;
- 3.12. Promote and practice evidence-based medicines;
- 3.13. Provide technical and expert services to the relevant agencies;
- 3.14. Promote coordination among various departments;
- 3.15. Conduct grand rounds; and
- 3.16. Conduct, coordinate and participate in seminars, journal clubs, and other relevant professional development activities.

Research & Innovation

- 3.17. Initiate, lead, and write research grants.
- 3.18. Supervise PhDs and Masters by research as a main supervisor;
- 3.19. Maintain a portfolio of research activity and publications of high quality and impact;
- 3.20. Lead programmes, projects, and teams, secure and manage resources as appropriate to the field;
- 3.21. Develop methodologies and techniques appropriate to the type of research being pursued, with an emphasis on quality and innovation;

- 3.22. Develop and engage in research methodologies that add to knowledge/appropriate understanding in a given field;
- 3.23. Participate actively in the development of research strategy;
- 3.24. Demonstrate and maintain research activity of high reputation in Bhutan and internationally in the relevant academic field;
- 3.25. Lead funding bids and research activity in an area of recognised excellence for the University;
- 3.26. Lead funding bids or other activities which develop, sustain and support for the specialised area;
- 3.27. Develop and manage significant research activities;
- 3.28. Take up leadership in national and international level researches and enhance scholarships which can be assessed in securing grants, working as chief editor/reviewer in international peer reviewed journals and serving in offices outside University;

Services

- 3.29. Take responsibility for policy and strategy in a specific area, developing and promoting a clear vision of the Faculty's/unit's strategic direction;
- 3.30. Manage employee and other resources efficiently and effectively in the unit/programme/project for which they may be responsible;
- 3.31. Contribute to the management of the University/Faculty/subject area by chairing committees, leading on key processes;
- 3.32. Represent the university in external community in area of expertise;
- 3.33. Play a significant part in the wider professional community and acquire national and international reputation in their field of expertise. (Invitation as key note speaker, reviewer of refereed journals, patronisation by the government and task force member);
- 3.34. Lead the development of teaching and learning policy locally, and contribute to national level debates, about new approaches to policy, methods and practices through publications, conferences and activities that advance quality in the field;
- 3.35. Develop a comprehensive system of faculty mentoring and development and oversee its implementation at the level of the department or the Faculty;
- 3.36. Review performance, compare it with best practices and identify continuous improvement targets, taking responsibility for leading the work to achieve these; and
- 3.37. Contribute as resource persons, coordinators or organisers for various professional development activities within the Faculty/University as well as for those outside.

3. Assistant Professor (Position Level 3)

Capping: 5 Assistant Professors per Department/Programme

Teaching

- 3.1. Lead the development, application and maintenance of academic standards in a defined area of work;
- 3.2. Plan and lead curriculum development and/or renewal in a specific aspect of the subject area and/or develop approaches to teaching-learning that are innovative for the subject area and/or Faculty;
- 3.3. Teach and assess within own subject area at a range of levels from undergraduate to postgraduate;
- 3.4. Engage in scholarship and/or research as required, to support teaching activities;
- 3.5. Take responsibility for design of programme/modules and for their quality, and contribute generally to the development of teaching and enhancement of quality in the subject area;
- 3.6. Engage effectively with the wider academic and professional community;
- 3.7. Provide support and advice to colleagues as appropriate;
- 3.8. Mentor junior academics on aspects of learning, teaching and assessment;
- 3.9. Take responsibility for the effective management of allocated resources;
- 3.10. Take lead in projects and/or for programmes; coordinating employee input to these;

Clinical Services

- 3.11. Manage the OPD, indoors, community clinical services in the respective departments;
- 3.12. Provide guidance to the clinical employees in the departments;
- 3.13. Promote and practice evidence-based medicines;
- 3.14. Provide technical and expert services to the relevant agencies;
- 3.15. Promote coordination among various departments;
- 3.16. Conduct grand rounds; and
- 3.17. Conduct, coordinate and participate in seminars, journal clubs, and other relevant professional development activities.

Research & Innovation

- 3.18. Generate fund for the University through research projects, consultancies and advices
- 3.19. Work as co-supervisor for PhDs and Masters by Research or as supervisor as may be approved by the Research Committee;

- 3.20. Develop methods and techniques appropriate to the type of research being pursued and add to the intellectual understanding of the field through new discoveries and insights;
- 3.21. Contribute to the research work of the Faculty by pursuing appropriate independent research and developing research proposals (in forms and at levels commensurate with the field) and win support for them;
- 3.22. Plan the research to be undertaken, as a self-contained project or as part of a broader programme;
- 3.23. Disseminate and publish research findings in appropriate publications and conferences, and where appropriate undertake knowledge transfer activities;
- 3.24. Contribute to the development of the research portfolio of the subject area;

Services

- 3.25. Manage employee and other resources of a significant academic area/unit, including the allocation of workloads and the appraisal of academics.
- 3.26. Undertake specific coordinating roles;
- 3.27. Contribute to the operation of the University by taking up leadership responsibility and participating in decision-making and governance including chairing significant committees as appropriate, at Faculty and/or University level;
- 3.28. Take lead in projects and/or programmes, coordinating employee input to these;
- 3.29. Represent and promote the University externally – nationally and internationally e.g. managing relations with external partners and stakeholders;
- 3.30. Acquire national reputation in their field of expertise. (Invitation as key note speaker, reviewer of refereed journals, patronisation by the government and task force member)
- 3.31. Make contribution to debates at national and international levels about new approaches to teaching-learning, assessment policy, methods and practices. It should also include high level publication or contribution to conferences and/or working with relevant experts in the area of specialisation;
- 3.32. Take responsibility for the effective management of allocated resources including resourcing various workshops and professional development programmes; and
- 3.33. Manage employee and other resources of a significant academic area/unit, including the allocation of workloads and the appraisal of junior academics and mentoring them.

4. Sr. Lecturer (Position Level 4)

Teaching

- 4.1 Teach and assess within own subject area at a range of levels from undergraduate to postgraduate;
- 4.2 Contribute to curriculum development and the design and revision of programme units in the subject area;
- 4.3 Contribute to the development or improvement of approaches to teaching-learning and assessment in the subject area;
- 4.4 Participate actively in the development of the discipline's teaching-learning and assessment strategies;
- 4.5 Contribute to the organisation of wider area of work;
- 4.6 Advise others (particularly those at the entry level) on aspects of teaching-learning and assessment;
- 4.7 Take responsibility for the effective management of allocated resources;

Clinical Services

- 4.8 Manage the OPD, indoors, community clinical services in the respective departments;
- 4.9 Provide guidance to the clinical employees in the departments;
- 4.10 Promote and practice evidence-based medicines;
- 4.11 Provide technical and expert services to the relevant agencies;
- 4.12 Promote coordination among various departments;
- 4.13 Conduct grand rounds; and
- 4.14 Conduct, coordinate and participate in seminars, journal clubs, and other relevant professional development activities.

Research and Innovation

- 4.15 Generate fund for the University through research projects, consultancies and advices
- 4.16 Undertake a specific role in a research project or projects, taking responsibility for some element(s) of the planned research;
- 4.17 Supervise research projects for both at undergraduate and postgraduate levels. May also supervise research-based programmes if found qualified to do so;
- 4.18 Develop and carry out a plan to open up or extend an area of personal research, or contribute as a team member to the development of a broader programme. In some fields, this may include contributing to the writing of bids for research grants;
- 4.19 Plan and carry out a work programme appropriate to the research activity;

- 4.20 Contribute to dissemination/publication of personal and/or research team's findings as appropriate to the field;

Services

- 4.21 Contribute as resource persons, coordinators or organisers for various professional development activities within the Faculty/University as well as those outside.
- 4.22 Participate in developing and promoting a clear vision of the Faculty's/unit's strategic direction;
- 4.23 Participate as a team member to support senior colleagues, who have delegated responsibility for specific strands of work/sub-units;
- 4.24 Contribute to the running of the University by participating in decision-making and governance including committees or taskforce as appropriate, at Faculty and/or University level;
- 4.25 Represent and promote the University externally – nationally and internationally e.g. managing relations with external partners and stakeholders;
- 4.26 Coordinate the organisation of conferences, seminars, workshops and/or working with relevant experts in the area of specialisation;
- 4.27 Provide guidance to other employee and students; and
- 4.28 Mentor and develop junior colleagues.

5. Lecturer (Position Level 5)

Teaching

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

Clinical Services

- 5.6 Manage the OPD, indoors, community clinical services in the respective departments;
- 5.7 Provide guidance to the clinical employees in the departments;
- 5.8 Promote and practice evidence-based medicines;
- 5.9 Provide technical and expert services to the relevant agencies;

- 5.10 Promote coordination among various departments;
- 5.11 Conduct grand rounds; and
- 5.12 Conduct, coordinate and participate in seminars, journal clubs, and other relevant professional development activities.

Research and Innovation

- 5.13 Generate fund for the University through research projects, consultancies and advices;
- 5.14 Supervise research projects and dissertation where these are part of the programme(s) of study;
- 5.15 Contribute to design of research projects and define methods such as conducting surveys and focused interviews;
- 5.16 Carry out literature searches within pre-specified parameters;
- 5.17 Run analysis/interpreting data using specified and agreed techniques/models;
- 5.18 Prepare summary reports of research methods/findings;
- 5.19 Contribute to dissemination and publication of research findings; and
- 5.20 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

- 5.21 Contribute as resource persons, coordinators or organisers for various professional development activities within the Faculty/University as well as for those outside.
- 5.22 Participate in developing and promoting a clear vision of the Faculty's/unit's strategic direction;
- 5.23 Participate as a team member to support senior colleagues, who have delegated responsibility for specific strands of work/sub-units;
- 5.24 Contribute to the operation of the University by participating in decision-making and governance including committees or taskforce as appropriate, at Faculty and/or University level;
- 5.25 Represent and promote the University externally – nationally and internationally e.g. managing relations with external partners and stakeholders;
- 5.26 Coordinate the organisation of conferences, seminars, workshops and/or working with relevant experts in the area of specialisation; and
- 5.27 Provide guidance to other employee and students.

6. Associate Lecturer (Position Level 6)

Teaching

- 6.1 Contribute to elements of teaching within clear and established programmes as conducting tutorial classes or team teaching with a senior academic;
- 6.2 Support learners and /or supervise class activities in specific areas of activity according to established procedures as language lab or practical work;
- 6.3 Monitor student progress and provide feedback;
- 6.4 Assist with the administration and support in marking of assessments;
- 6.5 Assist senior academics with the preparation of module/programme materials;
- 6.6 Prepare lesson plans and teach full modules by at least the second year at this level. However, they may teach diploma programmes immediately;

Clinical Services

- 6.7 Manage the OPD, indoors, community clinical services in the respective departments;
- 6.8 Provide guidance to the clinical employees in the departments;
- 6.9 Promote and practice evidence-based medicines;
- 6.10 Provide technical and expert services to the relevant agencies;
- 6.11 Promote coordination among various departments;
- 6.12 Conduct grand rounds; and
- 6.13 Conduct, coordinate and participate in seminars, journal clubs, and other relevant professional development activities.

Research

- 6.14 Assist academics and researchers in planning and implementing experiments, conducting interviews, administering surveys, or coordinating for focus group discussions;
- 6.15 Search for scholarly literature relevant to the research project, searching the library, copying articles, ordering additional articles and books, and formulating bibliography;
- 6.16 Contribute to data analysis (on quantitative data or on quantitatively coded qualitative data);
- 6.17 Contribute to designing and development of research projects for generation of research funds;
- 6.18 Assist academics or researchers in preparing presentations about research project results for conferences, academic discourse and research presentations;
- 6.19 Help academic and researchers in preparation of manuscript such as general layout, proof reading for editorials, binding and compiling of materials etc., for submission to academic and scholarly journals or publications;

- 6.20 Carry out research with senior academics and researchers and contribute to major publications as co-authors;

Services

- 6.21 Contribute as resource persons, coordinators or organisers for various professional development activities within the Faculty/University as well as for those outside;
- 6.22 Participate in developing and promoting a clear vision of the Faculty's/unit's strategic direction;
- 6.23 Participate as a team member to support senior colleagues, who have delegated responsibility for specific strands of work/sub-units;
- 6.24 Contribute to the running of the University by participating in decision-making and governance including committees or taskforce as appropriate, at Faculty and/or University level;
- 6.25 Represent and promote the University externally – nationally and internationally e.g. managing relations with external partners and stakeholders;
- 6.26 Coordinate the organisation of conferences, seminars, workshops and/or working with relevant experts in the area of specialisation;
- 6.27 Provide guidance to other employee and students;
- 6.28 Organise and coordinate meetings and discussion related to administrative and managerial issues in respective department/school/programme unit;
- 6.29 Assist in the preparation and organisation of university/Faculty wide functions; and
- 6.30 Assist in the organisation of community services.

7. Sr. Instructor (Position Level 5)

Teaching

- 7.1 Carry out teaching workload in their area of specialisation in diploma and undergraduate programmes.
- 7.2 Lead the conduct of practical classes at all levels of programmes of their expertise;
- 7.3 Lead the designing, developing and evaluation of modules and training materials related to practical classes in collaboration with the lecturers related to development of new programmes;
- 7.4 Ensure continual updating and revision of programme content and materials of instructions,
- 7.5 Contribute to overall development and revision of Faculty/department wide programme;
- 7.6 Guide the instructors in carrying out their job responsibilities efficiently;
- 7.7 Lead needs assessment of training programmes;

7.8 Supervise examinations, projects and assignments;

Clinical services

7.9 Manage the OPD, indoors, community clinical services in the respective departments;

7.10 Provide guidance to the clinical employees in the departments;

7.11 Promote and practice evidence based medicines;

7.12 Assist in grand rounds; and

7.13 Participate in seminars, journal clubs, and other relevant professional development activities.

Research and Innovation

7.14 Carry out research works related to development/improvement of programmes;

7.15 Carry out research and innovation in the relevant area of their expertise;

Services

7.16 Carry out administrative works of the department/section as needed;

7.17 Lead the conduct of the short-term training programmes;

7.18 Mentor and guide the instructors to help them develop;

7.19 Conduct services in their area of expertise such as testing of materials, collection of data and surveys;

7.20 Participate in different committees, meetings, seminars and workshops; and

7.21 Carry out any other responsibilities.

8. Instructor (Position Level 6)

Teaching

8.1 Carry out teaching workload in their area of specialisation for undergraduate programmes and below;

8.2 Conduct practical classes at all levels of programmes of their expertise;

8.3 Contribute to designing, developing and evaluating modules and training materials related to practical classes;

8.4 Contribute to updating and revision of programme content and materials of instructions;

8.5 Participate in overall development and revision of Faculty/department wide programme;

8.6 Guide the instructors in carrying out their job responsibilities efficiently;

8.7 Carry out needs assessment of training programmes;

8.8 Supervise examinations, projects and assignments;

Clinical Services

- 8.9 Manage the OPD, indoors, community clinical services in the respective departments;
- 8.10 Provide guidance to the clinical employees in the departments;
- 8.11 Promote and practice evidence based medicines;
- 8.12 Assist in grand rounds; and
- 8.13 Participate in seminars, journal clubs, and other relevant professional development activities.

Research and Innovation

- 8.14 Carry out research related to development/improvement of programmes;
- 8.15 Support senior academics in research and innovation in the relevant area of their expertise;

Services

- 8.16 Carry out administrative works of the department/section as needed;
- 8.17 Lead the conduct of the short-term training programmes;
- 8.18 Conduct services in their area of expertise such as testing of materials, collection of data and surveys;
- 8.19 Participate in different committees, meetings, seminars and workshops; and
- 8.20 Carry out any other responsibilities.

9. Assistant Instructor (Position Level 7 – 10)

Teaching

- 9.1 Carry out teaching workload in their area of specialisation;
- 9.2 Conduct practical classes in all levels of programmes of their expertise;
- 9.3 Assist in designing, developing and evaluating modules and training materials related to practical classes;
- 9.4 Assist in carrying out needs assessment of training programmes;
- 9.5 Supervise examinations, projects and assignments;

Clinical Services

- 9.6 Manage the OPD, indoors, community clinical services in the respective departments;
- 9.7 Provide guidance to the clinical employees in the departments;
- 9.8 Promote and practice evidence based medicines;

9.9 Assist in grand rounds; and

9.10 Participate in seminars, journal clubs, and other relevant professional development activities.

Research and Innovation

9.11 Assist in carrying out research related to development/improvement of the programmes;

9.12 Support senior academics in research and innovation in the relevant area of their expertise;

Services

9.13 Carry out administrative works of the department/section as needed;

9.14 Coordinate and support the conduct of the short-term training programmes;

9.15 Provide services in their areas of expertise as testing of materials, collection of data, surveys etc.;

9.16 Participate in different committees, meetings, seminars and workshops; and

9.17 Carry out any other responsibilities

Representative Work Activities
For
Administrative and Technical
Positions

Executive Positions (Position Level 3 and above)

1. President

The President as the chief executive of the University has the responsibility of promoting the wellbeing of Bhutanese people by providing quality tertiary education for Bhutanese and thereby increasing the human resource base of the country. The specific responsibilities for the President consist of the following:

- 1.1. Make annual presentation of the work plan, budget estimates and the University accounts to the University Governing Council;
- 1.2. Mobilise and manage resources within estimates approved by the University Governing Council;
- 1.3. Make proposals to the University Governing Council about the educational character and mission of the University, upon consultation with the Academic Board;
- 1.4. Implement decisions of the University Governing Council and Academic Board and make KGUMSB a university of international repute, whereby the degrees and the awards conferred by the University is recognised at the international level;
- 1.5. Organise, direct and manage the University and ensure sound leadership of the employee;
- 1.6. Appoint, assign, grade, appraise, suspend, dismiss, and determine employee, within the framework set by the University Governing Council;
- 1.7. Maintain university-wide student discipline and, within the rules and procedures established by the University Governing Council, for the suspension or expulsion of students on disciplinary grounds and for implementing decisions to expel students for academic reasons;
- 1.8. Explore ways of improving efficiency and effectiveness and promote improvements in value for money;
- 1.9. Review performance over time in the area of responsibility and compare it to the best practices in the market, identifying areas of improvement in structure, practices, policies and technology;
- 1.10. Develop and lead the implementation of strategies and plans, which support and take forward the university strategy;
- 1.11. Contribute to debate on university strategy and policy;
- 1.12. Lead major projects and initiatives which have significant resources and strategic impact;
- 1.13. Ensure financial plans are developed and that services operate effectively within budget;
- 1.14. Explore ways of improving efficiency and effectiveness and promote improvements in value for money;
- 1.15. Ensure service feedback and quality processes are in place for the area of responsibility;
- 1.16. Work with senior colleagues from all areas of the university, with committees and external bodies, providing high level advice;

- 1.17. Represent the university externally in sector groups and in negotiations;
- 1.18. Lead and manage employee in a major functional area or service grouping, developing them and raising their performance;
- 1.19. Maintain a continuous review of quality in consonance with external benchmarks to promote the best possible service; and
- 1.20. Carry out any other task that may be assigned from time to time.

2. Registrar (Position Level 1)

Information and Administration systems

- 2.1 Define information needs and collect, analyse, formulate and disseminate information regarding the University;
- 2.2 Establish, analyse, develop and refine management processes so that they are efficient and sufficient for the University's identified needs;

Student Information System

- 2.3 Define specifications for a student information system and coordinate the establishment and maintenance of the system. The student numbers derived from the system will provide the basis for the strategic planning of the University;
- 2.4 Supervise and coordinate for the input and access of student records held in the student information data-base; and maintain records of students who are admitted, progressing and graduating;
- 2.5 Look into the conferring of awards, issuing of Certificates to students and attest performance records to prospective employers or Universities;

Admissions, Registration and Scholarships

- 2.6 Set standards and coordinate student enrolment, admission, registration and scholarship and establish a proper system of student service management;

The University Council

- 2.7 Serve as Member Secretary to the Governing Council of the University;
- 2.8 Co-ordinate implementation of directives of the University Council;

The Academic Board and Committee of Directors

- 2.9 Serve as Member Secretary to the Academic Board (AB).

Academia and Curriculum

- 2.10 Guide in the development of curriculum as per the emerging need of training programs.
- 2.11 Participate in the accreditation of university courses

3. Dean (Position Level 1)

The role of the Dean is to provide overall leadership, vision and strategic direction to fulfill the Faculty's mission. Dean will be expected to lead, inspire and develop the management team and employee, in order to achieve the strategic priorities of the Faculty.

Approximately, 70 percent of the time for Administrative Services; 20 percent for teaching learning and 10 percent for Research/Grant.

Specifically, the Dean shall be responsible to:

- 3.1 Lead and manage the Faculty;
- 3.2 Provide both dynamic and empathetic leadership of all employee, which creates a culture that encourages debate, and fosters inclusiveness and productive team working;
- 3.3 Determine and implement the academic provision of the Faculty within the framework of policies and strategies of the KGUMSB, in consultation with the employee, employers and other stakeholders through appropriate structures and mechanisms;
- 3.4 Ensure that the Faculty's internal quality assessment and assurance mechanisms are working effectively to bring about continuous quality improvement;
- 3.5 Determine and implement other activities of the Faculty in consultation with employee and students;
- 3.6 Prepare annual plan, estimates of income and expenditure for approval by the Governing Council (GC), and for the management of the approved budget and resources;
- 3.7 Act as the drawing and disbursement officer to ensure that the funds are used for the intended purposes in line with the rules and procedures provided for within the financial regulations of the KGUMSB;
- 3.8 Foster and strengthen relationships and networks with stakeholders and other organisations;
- 3.9 Develop entrepreneurial culture in the Faculty to maximise income generation for its sustenance;
- 3.10 Take initiatives to adapt to external changes and respond to opportunities;
- 3.11 Maintain student discipline in the Faculty and take appropriate actions in case of misconduct by students;
- 3.12 Keep the OOP fully informed on the state and progress of the Faculty;
- 3.13 Maintain an atmosphere of trust and engagement of students and employee; and
- 3.14 Carry out any other task that may be assigned from time to time.

4. Director for Medical Education Centre for Research Innovation and Training (Position Level 3/2)

- 4.1. Create an enabling environment for research and innovation in the University through sound research policies and guidelines that are in line with KGUMSB's vision;
- 4.2. Provide oversight for the effective implementation of the University's research policies and guidelines by academics and students in the Faculty;
- 4.3. Undertake periodic review of the university's research policies and guidelines and effect amendments when required;
- 4.4. Initiate the development of external research grants for members of the employee in the University;
- 4.5. Establish systems and procedures for ensuring the quality and ethical proprieties of research studies conducted by the members of the University and others engaged in collaborative research;
- 4.6. Develop policies and procedures for effective dissemination of research findings and outcomes through forums such as conferences, seminars, and workshops;
- 4.7. Establish linkages with other ministries/agencies and universities to facilitate joint research studies, resource sharing and joint publications;
- 4.8. Initiate the development of research capacity building opportunities for KGUMSB researchers (including beginning researchers) through skill development trainings and workshops supported by the University or externally;
- 4.9. Ensure the effective conduct of meetings of research committees such as Research and Innovation Committee (RIC), Research Degrees Committee, and other committees set up for a specific purpose;
- 4.10. Ensure effective promotion of the University within Bhutan and externally through an effective university web presence, quality publications, production of documentary programmes and souvenirs, and other media;
- 4.11. Initiate the establishment of linkages with international research communities through membership to associations and networks to enhance the credibility of KGUMSB research;
- 4.12. Carry out any other task that may be assigned from time to time.

5. Director for Planning & Human Resources (Position Level 3)

As head of the Department of Planning and Human Resources, the Director will assist the President on the overall development of the University in line with the objectives as enshrined in the University act 2013 including overall planning, resource management and estate development.

The Director will assume the following specific roles and responsibilities:

Planning

- 5.1. Lead the formulation, implementation, monitoring and facilitation of the University's strategic plan;

- 5.2. Formulate the University's Five-Year Plans and oversee the development of annual work plans;
- 5.3. Monitor and evaluate the implementation of the University's development plans and programmes;
- 5.4. Develop projects and liaise with donor agencies to mobilise funding and technical assistance;
- 5.5. Facilitate and coordinate the planning and development of new academic programmes;
- 5.6. Coordinate Academic Planning and Resource Committee meetings;

Finance

- 5.7. Establish appropriate accounting and resource control systems for the University;
- 5.8. Oversee preparation and management of the University's budget and expenditure;
- 5.9. Ensure the efficient use of resources and effective delivery of organisational outputs;
- 5.10. Determine the resource needs of each Faculty pertaining to estate development and allocation of funds;
- 5.11. Lead and facilitate formulation of University investment/business plans and ensure financial sustainability;
- 5.12. Process supplementary releases such as gratuity;

Estates

- 5.13. Guide the planning, utilisation, investment and building works of the University's estate, including land, buildings and equipment;
- 5.14. Oversee the development of the campus plans and assist the Faculty/OOP to carry out major estate development works and establishment of new Faculty;
- 5.15. Oversee the planning, design, estimating, construction and supervision of infrastructure/services projects;
- 5.16. Lead the monitoring and review of all construction works during implementation to ensure quality and timely completion of projects;
- 5.17. Develop and oversee implementation of norms and standards to ensure effective use of infrastructure and facilities;

Human Resources

- 5.18. Determine the necessary employee establishment for the University as it develops in conjunction with the Office of the Registrar;
- 5.19. Lead the organisational development exercises and guide the HR Division in the Office of the Registrar in determining the employee needs and skill gaps;
- 5.20. Establish norms and control systems for the allocation of employee establishment;

- 5.21. Develop the human resource strategy and related plans for the University in conjunction with the Office of the Registrar;

Human Resource Management (HRM)

- 5.22. Devise human resource plans, and determine and provide information on the University human resource needs in conjunction with the Director of Planning and Human Resources;
- 5.23. Oversee the conduct of general HR management functions of the University related to recruitment, promotion, performance management, retirement, termination, leave, grievances etc.;
- 5.24. Establish and supervise the system of information flow, decision making and record keeping, to achieve the desired purpose;
- 5.25. Establish criteria for the nature and extent of the HR welfare, to which University employee deserve access, and establish mechanisms to ensure that such provision is provided;

Human Resource Development (HRD)

- 5.26. Provide overall direction in the planning of the HRD in conjunction with the heads of the Institutes and other relevant officials;
- 5.27. Monitor and facilitate the implementation of HRD and HRM annual plans;
- 5.28. Carry out performance appraisal of employee within the department;

General Administration and Management of Finances of the OOP

- 5.29. Look after the general administration of the Office of the President; and
- 5.30. Carry out any other task that may be assigned from time to time.

Procurement of works

- 5.31. Coordinate the procurement of works and services (e.g., hiring services of consultancy firms for design and supervision of works), and ensure compliance to existing rules;
- 5.32. Oversee the physical and financial monitoring of the progress of works; and

Other Duties

- 5.33. Carry out any other responsibilities assigned from time to time.

4 Deputy Dean for Academic Affairs

Approximately, 50 percent of the time for Administrative Services; 30 percent for teaching learning and 10 percent for Research/Grant.

Academic Development

- 4.1 Establish and maintain a definition of all the programmes held by the University;

- 4.2 Ensure that needs analysis for new programmes are undertaken in order to establish the appropriate portfolio of programmes appropriate for the University in relation to subject and professional areas, modes of study, level of qualification, and the nature of the programmes;
- 4.3 Establish an academic framework including an agreed definition of terms for the University and implement this academic framework;
- 4.4 Establish a record of University programmes;
- 4.5 Provide leadership in strategic planning for University-wide academic programmes. This will involve leading in the initiation and development of periodic strategic plans associated with educational programmes and monitor plan implementation through annual operational plans;

Programme Development

- 4.6 Plan and support the development of educational programmes, ensuring that the employee who develop the programmes are well briefed and have access to the necessary guidelines and personal advice and development;
- 4.7 Liaise, consult and negotiate with external bodies, agencies and partners, to ensure that programmes are developed based on the needs, demands and relevancy of all stakeholders;

Quality Assurance

- 4.8 Establish a system for the management of programmes;
- 4.9 Establish and operate a system for the quality assurance of programmes, taking account of the final responsibility of the Academic Board for the awards of the University;
- 4.10 Address the processes of initiating a programme of studies and its annual review, periodic major review, removal from the University's list, adoption as leading to a University award, and comparison with external models and benchmarks;
- 4.11 Develop employee of University to self-reflectively evaluate their programmes;
- 4.12 Monitor progress in relation to quality enhancement of programmes in the Faculty;

Libraries, Teaching-Learning

- 4.13 Lead to developing a policy for the libraries of the University, and implement that policy;
- 4.14 Contribute to the development of teaching-learning policy for the University, including provision for the improvement of the quality, the training of employee;
- 4.15 Provide inputs to the incorporation of ICT in the learning process and web-based learning;
- 4.16 Oversee the operation of Centre for University Learning & Teaching (CULT);
- 4.17 Co-ordinate the development of policies related to the academic practices;
- 4.18 Manage the balance of responsibility between the Academic Board and such subcommittees as the Academic Board may establish from time to time;

Other Duties

- 4.19 Oversee the management of study/semester abroad programmes (international programme orientation on KGUMSB campuses, academic transcripts arrangement, designing papers on study abroad if required, collaborate design of study abroad modules with the external universities, establish external universities' contacts to relevant Faculty, and carry out administrative functions relevant to the activities, including: international student recruitment and admission, visa, immigration and protocol);
- 4.20 Serve on the Academic Board, Senior Management Team, Academic Planning and Resources Committee, Programmes and Quality Committee, and any other decision forums that may be appropriate;
- 4.21 Undertake other reasonable duties as determined by the President; and
- 4.22 Manage people, resources and overall planning of the Institute.

5 Deputy Dean for Student Affairs

Approximately, 50 percent of the time for Administrative; 30 percent for teaching learning and 10 percent for Research/Grant.

- 5.1 The Deputy Dean of Student Affairs shall assist the Dean in the implementation of activities relating to the student affairs and is accountable to the Dean.
- 5.2 Develop and implement protocols for provision of induction orientation to the new students with regard to the activities of the faculty;
- 5.3 Create enabling environment for students to promote a culture of constructive debate, critical thinking, and analytical reasoning for optimal learning process;
- 5.4 Institute a mechanism for ensuring the representation of students in the decision-making process of the Faculty;
- 5.5 Promote and safeguard the health and safety of the students;
- 5.6 Create student friendly environment through the provision of careers guidance, psycho-social support, welfare and recreational facilities;
- 5.7 Facilitate medical insurance and provide basic medical facility for the students;
- 5.8 Ensure the availability of utility services such as canteen, stationery shops, Xerox and fax facilities, banking and postal service;
- 5.9 Ensure the provision of adequate learning support facilities including the Faculty library with adequate number of journals, reference textbooks and internet facilities (e-learning);
- 5.10 Promote non-discrimination amongst the students based on gender, religion, political affiliations and ethnicity;
- 5.11 Develop and implement policy against ragging;
- 5.12 Devote certain proportion of his time for teaching, research and clinical caseworks; and

5.13 Discharge other functions as may be assigned by the Dean.

6 Controller of Examination (Position Level 3)

- 6.1 Provide leadership and management oversight to the examination affairs of the University;
- 6.2 Monitor the quality and conduct of in the University;
- 6.3 Preside over the Board of Examiners;
- 6.4 To guide the board of Examiners in the implementation and enforcement of examination regulations;
- 6.5 To authenticate the awards of degrees, diplomas and certificates issued by the University in conjunction with the President and the Registrar;
- 6.6 Plan, coordinate and facilitate conduct of examination;
- 6.7 Develop terms of reference, standard operating procedures and guidelines related to examination affairs;
- 6.8 Carryout advertisement of examination schedules;
- 6.9 Scrutinize applications and documents;
- 6.10 Carry out registration and issuance of examination cards;
- 6.11 Maintain the examination records of the Institute examinations;
- 6.12 Coordinate and actively involved in the Result processing, declaration of results and dispatching, preparation, analysing and dissemination of pupil performance to relevant agencies.
- 6.13 Conduct Moderation Workshop and actively involved in the coordination meeting of Supervisors as a resource person.
- 6.14 Develop, design compile and update marking centre guide book for marking centres and affiliation guideline.
- 6.15 As an Executive member he is responsible for the printing of confidential documents such as question papers, certificates and so on.
- 6.16 Be responsible for the proper maintenance of the office decorum, welfare of the employee and checking over the stock balance and equipment and also assist in the preparation of annual budget and attend the budget meeting conducted by the Department of Budget.
- 6.17 Attend the council meeting as and when the situation demands.

Chief Positions (Position Level 4)

6. Chief Legal Officer

7. Chief Internal Auditor

8. Chief Human Resource Officer

- 8.1 Formulate, review and revise University's human resource policies, procedures and processes by respecting the laws, policies, rules and regulations that govern the country;
- 8.2 Formulate and implement long-term and short-term human resource development and management plans for the University;
- 8.3 Co-ordinate and promote management of employee relations at all levels;
- 8.4 Advise the University on all matters related to management and development of human resources;
- 8.5 Mentor and appraise employee who are responsible for the management of human resources in the University;
- 8.6 Ensure that human resource management and administration works are carried out effectively and efficiently, especially in areas of recruitment, professional development, performance management, leave, grievances and employee discipline;
- 8.7 Ensure occupational health and safety in the workplaces;
- 8.8 Create and maintain Employee Development Network and Study Assistance Scheme for the University in order to encourage and facilitate personal and professional development of all the employee;
- 8.9 Ensure a system of continuous growth and development of the University employee, right from the commencement of work. To this end, orientation and induction programmes for new employee, on-the-job guidance and mentoring by the seniors, employment counselling activities and various long-term and short-term professional development need to be ensured on a continuous basis;
- 8.10 Mobilise resources in partnership with Department of Planning and Resources or explore for fellowships to create or expand opportunities for the employee of the University;
- 8.11 Institute a monitoring and evaluation system to assess professional development impact and make necessary interventions;
- 8.12 Manage employee within the division; and
- 8.13 Carry out any other task that may be assigned from time to time.

9. Chief Administrative Officer

- 9.1 Manage the general administration of the University by way of providing expertise in various matters related to the administration;
- 9.2 Develop appropriate policies and procedures that will enable the administrative function to operate smoothly;
- 9.3 Formulate service standards and implement it in coordination with the Faculty;
- 9.4 Monitor and guide the Administrative Officers to effectively carry out the administration, movement of employee and transportation, preparation of budget, procurement of office materials, etc.;
- 9.5 Ensure effective coordination of various activities of the organisation as and when required;
- 9.6 Oversee the vehicle and mobility services in the University;
- 9.7 Manage employee within the division, if any; and
- 9.8 Attend to any other tasks assigned by the superiors.

10. Chief Media and Communications Officer

- 10.1 Develop/review policies, procedures and processes related to University communications;
- 10.2 Coordinate all activities related to external communications;
- 10.3 Initiate e-branding - inform and engage external stakeholders through communication of University news, views, events and information on KGUMSB website;
- 10.4 Oversee the preparation and implementation of plans, programmes and projects related to communications for the University;
- 10.5 Oversee the timely preparation and submission of progress reports on plans, programmes and projects, and annual reports for the division;
- 10.6 Support the professional growth and development of the employee in the division; and
- 10.7 Carry out any other task that may be assigned from time to time

11. Chief Procurement Officer

12. Chief Librarian

- 12.1. Formulate and administer programme of library services and submit recommendations on library policies;

- 12.2. Finalize the development/review of policies and procedures for the operation of the library in the University;
- 12.3. Monitor and guide policies on the purchase of library materials;
- 12.4. Provide user education and expert services on library;
- 12.5. Lead the overall activities of the library services;
- 12.6. Oversee the budget estimates and control expenditures to administer approved budget for the library services;
- 12.7. Execute and monitor the activities related to maintenance of library property and services;
- 12.8. Lead the planning, directing and supervision of a library services in the University;
- 12.9. Represent University library services in the community groups and other libraries;
- 12.10. Guide, mentor and coach library assistants in the University; and
- 12.11. Carry out any other task that may be assigned from time to time.

13. Chief Engineer

- 13.1. Provide oversight for the maintenance of buildings and infrastructure in the Faculty;
- 13.2. Coordinate and provide support for the development and maintenance of infrastructure in the Faculty;
- 13.3. Review and approve designs and structural drawings;
- 13.4. Serve as project Chief for assigned projects;
- 13.5. Plan works and scrutinise/review planning schedules prepared by contractors;
- 13.6. Review the causes and effects of the disparity between planning and actual execution of projects;
- 13.7. Carry out final inspection before delivery and post project reviews;
- 13.8. Issue technical sanction within delegated financial limits;
- 13.9. Oversee the preparation and evaluation of technical bids and tenders;
- 13.10. Oversee the preparation of analysis of rates and cost index;
- 13.11. Process approvals for extra items, deviation and cost escalation in contracts;
- 13.12. Provide technical guidance, review completion and clearance reports;
- 13.13. Provide relevant information/advice for the preparation of annual work plans, budgets and progress reports for the University;

- 13.14. Manage employee within the division; and
- 13.15. Carry out any other task that may be assigned from time to time.

14. Chief Planning Officer

- 14.1. Lead and supervise the activities of the planning division.
- 14.2. Oversee the activities for the development of plans, programmes and policies;
- 14.3. Oversee the implementation of development activities;
- 14.4. Coordinate and conduct mid-term review meetings and carry out follow up actions on policy recommendations;
- 14.5. Lead the review and validation of progress reports on the implementation of plans and programmes;
- 14.6. Ensure the evaluation of University's plans and programmes;
- 14.7. Prepare budget proposals and annual work plan for submission to APRC/University Council/ Ministry of Finance/GHNC
- 14.8. Facilitate to process supplementary, re- appropriation, transfer and withdrawal with GHNC
- 14.9. Manage donor funded projects
- 14.10. Carry out any other works as it may be assigned from time to time.
- 14.11. Coordinate with Faculty/OOP in the University and liaise with other agencies for all planning and policy related works;
- 14.12. Lead the development of various activities that leads to the mobilisation of resources in the form of projects and programmes;
- 14.13. Lead the initiatives related to enhancement of efficiency and effectiveness of the University by coordinating organisational development exercises in coordination with Human Resource Division;
- 14.14. Lead the formulation of policies and implementation in coordination with the Faculty on the development of entrepreneurship with various initiatives that leads to diversification of income sources;
- 14.15. Lead the preparation of long-term strategic plans, i.e. the organisational visions and goals with concrete milestones;
- 14.16. Lead the formulation of plans i.e Strategic Plan, Five Year Plans, and Annual Plans;
- 14.17. Guide the coordination of the Mid-term Review Meetings and follow-ups to the policy recommendations;

- 14.18. Lead and formulate university wide policies related to planning, resource management and development initiatives;
- 14.19. Lead the research and evaluation studies on important development policies and programmes of the University;
- 14.20. Formulate instructions/guidelines for coordination of development activities both at the University and Faculty levels;
- 14.21. Report the implementation status of plans, programmes, projects, and development activities to the University, development partners and RGoB.
- 14.22. Undertake field visits for verification of authenticity/correctness of monitoring and evaluation reports;
- 14.23. Manage employee within the division; and
- 14.24. Perform other related works as necessary.

15. Chief Finance Officer

- 15.1. Oversee the implementation of financial policies and procedures of the University.
- 15.2. Ensure that accounting procedures and internal control systems are strictly exercised at all times;
- 15.3. Ensure technical support to ensure that funds are spent and managed according to the overall plans and policies of the University;
- 15.4. Oversee the preparation of financial progress reports, financial statement and other related reports for submission to Faculty/OOP Finance Committee and to the OOP for consolidation of financial statements at the University level;
- 15.5. Lead the preparation of budget proposals for OOP/Faculty.
- 15.6. Ensure release requests are made on time
- 15.7. Advise on budget adjustments such as supplementary appropriations, transfers, and re-appropriations, transfers and withdrawals
- 15.8. Review budget status and prepare Revised Estimates for OOP/Faculty on a quarterly basis;
- 15.9. Facilitate the preparation of mid-year budget reviews for OOP/Faculty;
- 15.10. Study expenditure patterns as per the approved budget to facilitate better implementation and proper expenditure reporting;
- 15.11. Oversee the management of donor funded projects in terms of fund release, fund receipt and fund balance for recommending any additional release or advance for externally funded projects; and
- 15.12. Perform any task that may be assigned from time to time.

16. Chief ICT Officer

- 16.1. Formulate policies, procedures and processes on the development and use of IT for teaching-learning, research, services, networking and communications in the University;
- 16.2. Oversee the management of Communication Technology and network in the University;
- 16.3. Represent Faculty/OOP and provide input to the national ICT plans and policies;
- 16.4. Develop/improve organisation's infrastructure and applications systems;
- 16.5. Ensure proper planning and coordination of cost-effective procurement of information technology;
- 16.6. Investigate new technology and propose for upgrading of infrastructure and facilities including application systems in the University;
- 16.7. Establish and enforce application standards;
- 16.8. Manage employee training in information technology and knowledge management;
- 16.9. Ensure that the organisation's databases conform to the technical standards followed in the country;
- 16.10. Formulate and implement Information Technology and Knowledge management strategy to guide the organisation's future directions;
- 16.11. Manage all IT personnel, resources and operations of the Division;
- 16.12. Support change management practices and re-engineering initiatives; and
- 16.13. Carry out any other task that may be assigned from time to time.

17. Chief Research Officer

- 17.1. Develop research degree policies and procedures;
- 17.2. Ensure timely review of research degree policies and procedures and their effective implementation;
- 17.3. Oversee the preparation of plans, programmes and projects related to research degrees in the University;
- 17.4. Oversee the timely preparation and submission of progress reports including annual reports pertaining to research degrees;
- 17.5. Ensure that adequate guidance and support are provided to research degree students and academics on matters relating to thesis supervision, thesis preparation, academic progress, submission, and examination;

- 17.6. Ensure nomination and submission of list of external examiners to the Academic Board;
- 17.7. Coordinate the submission of research degree theses (Masters and PhD) for external examination;
- 17.8. Collate and check examiners' reports on research degree thesis;
- 17.9. Oversee the procession of research degree awards and notify the candidates;
- 17.10. Ensure timely review of research degree policies and procedures and their effective implementation;
- 17.11. Coordinate the professional growth and development of the employee in the Division;
- 17.12. Carry out any other task that may be assigned from time to time

18. Chief Program Officer – Quality Assurance

19. Chief Program Officer, Examination Unit

- 19.1. Look after the overall Examination conduct of in the University;
- 19.2. Assist the Controller of Examinations in Planning, Programming, Monitoring and Implementation of Plans and Polices.
- 19.3. Coordinate and actively involved in the Result processing, declaration of results and dispatching, preparation, analysing and dissemination of pupil performance to relevant agencies.
- 19.4. Conduct Moderation Workshop and actively involved in the coordination meeting of Supervisors as a resource person.
- 19.5. Develop, design compile and update marking centre guide book for marking centres and affiliation guideline.
- 19.6. As an Executive member he is responsible for the printing of confidential documents such as question papers, certificates and so on.
- 19.7. Be responsible for the proper maintenance of the office decorum, welfare of the employee and checking over the stock balance and equipment and also assist in the preparation of annual budget and attend the budget meeting conducted by the Department of Budget.
- 19.8. Attend the council meeting as and when the situation demands.

20. Chief Program Officer - Student Service and Record Unit

- 20.1. Manage and oversee the overall management of student services in the whole of the University;
- 20.2. Maintain records of students for any kind of support and services both during and even after graduation of students;
- 20.3. Oversee the conduct of student selection and registration of students in an effective, efficient and in accordance with the policy;
- 20.4. Provide guidance and administrative support as required to the Dean of Student Affairs to look after the welfare and care of the students;
- 20.5. Formulate and implement policies for providing a safe, inclusive and respectful environment for living and learning; in particular, shaping a high-quality residential experience for student in the University;
- 20.6. Coordinate with the academic advisor to establish a system/guideline of monitoring and supporting student learning;
- 20.7. Help resolve issues arising among the students in the University; and
- 20.8. Carry out any other duties as may be assigned from time to time.

21. Chief Program Officer - Curriculum

- 21.1. Initiate and coordinate all works related to curriculum development, implementation, monitoring and support for all levels of medical education.
- 21.2. Supervise and direct both the academic and administrative matters of the Division.
- 21.3. Relay the policies and directives to Curriculum Subject Specialist to guide their works.
- 21.4. Guide and coordinate the formulation of policies and guidelines for the effective implementation of curriculum
- 21.5. Direct the work and functions of various subject committees.
- 21.6. Ensure the proper implementation of the curriculum changes in the Faculty.
- 21.7. Direct and guide the work and functions of the Curriculum Subject Specialists and other employee members.
- 21.8. Disseminate new curriculum development information to all stakeholders.
- 21.9. Promote the employee development and welfare programs of the employee of the Division.
- 21.10. Strive towards the development of conducive working atmosphere in terms of physical and social environment for the Division.

- 21.11. Coordinate any other assignments that may be assigned by the Office of president from time to time.
- 21.12. Work in collaboration with the constituent Faculty in matters of curriculum development, implementation, monitoring, and assessment.
- 21.13. Liaise with other organizations, both internal and external, for the purposes of curriculum development and support.
- 21.14. Prepare and propose the budget and plans for the Division
- 21.15. Ensure the timely printing and purchase of curriculum materials.
- 21.16. Evaluate the performance of the employee of the Division

23 Chief Program Officer - Foreign Relations

- 23.1 Develop/review policies, procedure and process related to external relations for the University;
- 23.2 Develop and manage international relations (with external universities and relevant organisations);
- 23.3 Act as a focal point of the KGUMSB for establishing contacts related to Study/Semester Abroad- network between OOP and KGUMSB Faculty;
- 23.4 Liaise and coordinate with concerned agencies and authorities for employee visits;
- 23.5 Coordinate the formulation and signing of MOUs for external linkages;
- 23.6 Manage National/Internal Relations (within KGUMSB and Bhutan);
- 23.7 Promote external linkages of Faculty through establishing networks, communicating, liaising, to link KGUMSB Faculty to external universities via OOP;
- 23.8 Serve as focal protocol officer to KGUMSB's guests and external visitors; and
- 23.9 Carry out any tasks that may be assigned from time to time.

24 Chief Program Officer – MECRIT, Constituent Faculty, BHJ

- 24.1 Formulates five-year plans, project proposal for Faculty/Department and ensures the implementation and evaluation.
- 24.2 Finalizes programs and activities with the head of the institute/department.
- 24.3 Ensures/carries out supervision and monitoring of the program activities.
- 24.4 Formulation of program policies and strategies.

- 24.5 Ensures preparation of reports of program activities as required by the government/donor agencies.
- 24.6 Co-ordinates with other related agencies in the government and outside the government on sector issues.
- 24.7 Organizes research activities in the respective institutes.
- 24.8 Manage performance and professional development of division employee.
- 24.9 Prepare annual work plan and budget proposals.
- 24.10 Ensure effective control and efficient use of resources available to the institutes.
- 24.11 Any other task assigned by the Supervisors.

Professional Position Category (Position Level 5)

25 Dy. Chief Legal Officer (Position Level 5)

- 25.1 Coordinate and provide legal services in the formulation of rules, regulations and manuals;
- 25.2 Draft in coordination with the concerned officials various contract documents, legal documents and MOUs and other agreements that has legal implications;
- 25.3 Provide legal advice to various decision making processes;
- 25.4 Liaise with legal bodies in seeking legal advises and support services;
- 25.5 Carry out litigation with the Office of the Attorney General on behalf of the University and attending to court summons;
- 25.6 Take up tasks related to arbitration on behalf of the University;
- 25.7 Coordinate dispute resolution on behalf of the University and the Faculty;
- 25.8 Act as focal person for any legal issues related to the University; and
- 25.9 Carry out any other task that may be assigned from time to time.

26 Dy. Chief Internal Auditor (Position Level 5)

- 26.1 Provide necessary support to ensure that the University remains free of financial audit memos of Royal Audit Authority;
- 26.2 Formulate policies and monitor effectiveness of governance and transparency including the decision-making processes;
- 26.3 Initiate risk management processes so as to ensure safe financial health of the University while venturing into various businesses;
- 26.4 Monitor and assess the service delivery in the University against the Turn Around Time (TAT) and Standard Operational Processes (SOP);
- 26.5 Carry out HR auditing to ensure that HR is optimally utilised and that overall HR administration has been carried out uniformly as per the prevailing rules and regulations;
- 26.6 Conduct and coordinate both statutory and external auditing, and ensure that audits are carried out timely;
- 26.7 Follow up on the audit memos and monitor the implementation of audit memos with the Faculty and OOP such as replying to audit memo, recovering dues, processing write-off of irrecoverable dues etc.; and
- 26.8 Carry out any other task that may be assigned from time to time.

27 Dy. Chief Human Resource Officer (Position Level 5)

- 27.1 Ensure the effective implementation of HR Rules & Regulations, plans and programmes;
- 27.2 Involve in the formulation, review and recommendation of HR policies and programmes especially in the following areas:
 - Human resource planning models, systems and procedures;
 - Job analysis, selection procedures, appointment policies, procedures and career planning;
 - Professional development;
 - Compensation/motivation/pay plans; and
 - Quality of working life/occupational safety.
- 27.3 Liaise with all relevant organisations and stakeholders (RCSC, MoLHR, GNHC, NPPF, RICB, Constituents Faculty, Departments and employee) in carrying out HR related initiatives;
- 27.4 Carry out organisational development exercises to develop human resource development and management plans;
- 27.5 Formulate, propose and carry out projects related to the development of human resources;
- 27.6 Identify and address development needs of employee;
- 27.7 Identify poor performers and suggest measures for their improvement to the management;
- 27.8 Explore open scholarship opportunities for the development of employee in the Faculty/OOP;
- 27.9 Coordinate monitoring and facilitating services for those who are undergoing long-term professional development programmes in order to ensure successful completion of the programme;
- 27.10 Ensure that induction, orientation and continual work place based professional development programmes are conducted on regular basis;
- 27.11 Guide all Administrative and HR Officers in the Faculty in carrying out HR initiatives;
- 27.12 Monitor and guide junior colleagues within the functional unit to help develop their capabilities; and
- 27.13 Carry out any other works as it may be assigned from time to time.

28 Dy. Chief Administrative Officer (Position Level 5)

- 28.1 Participate in formulation of policies related to management and administrative functions of the University;
- 28.2 Initiate and propose initiatives to enhance the administrative system of the University;

- 28.3 Monitor and guide the administrative assistants to effectively carry out the administrative functions at the Faculty/OOP;
- 28.4 Coordinate important organisational activities such as consecration, foundation day, national events, luncheons and VVIP visits, as and when required;
- 28.5 Coordinate management of vehicles and its movements in the case of OOP;
- 28.6 Carry out roles and responsibilities of HR and procurement in Faculty;
- 28.7 Supervise performance of employee within the section; and
- 28.8 Carry out any other task assigned by the supervisors.

29 Dy. Chief Media and Communications Officer (Position Level 5)

- 29.1 Contribute to development of policies, strategies and guidelines related to communications;
- 29.2 Carry out all activities related to external communications;
- 29.3 Collaborate with other departments/Faculty and take responsibility for mass communications relating to any news on external activity within OOP and also with KGUMSB Faculty;
- 29.4 Support the professional growth and development of the employee in the division;
- 29.5 Prepare plans, programmes and projects related to external relations and communications for the University;
- 29.6 Prepare progress and annual reports for the division;
- 29.7 Support the Director of Research and External Relations in monitoring and assessing the performance of employee in the division; and
- 29.8 Carry out any other task that may be assigned from time to time.

30 Dy. Chief Procurement Officer (Position Level 5)

- 30.1 Participate in formulation of policies, standards and guidelines related to procurement of works, services and goods;
- 30.2 Participate in formulation of standards and guidelines related to management of properties in the University;
- 30.3 Ensure effective and acceptable methods to float tenders, select suppliers, place orders, procure and supervise on usage of supplies;
- 30.4 Process for the clearance of consignments;
- 30.5 Ensure effective management of materials/properties;
- 30.6 Plan, quantify and project budget requirement for the supply of materials;

- 30.7 Guide and supervise all the Faculty and OOP on any matters related to invitation of bids, selection, procurement, quality assurance, distribution, mobilisation and monitoring of supplies;
- 30.8 Plan and initiate any activities that shall have positive impact on improving supply management in the University;
- 30.9 Advise the University in terms of the types of supply to be procured;
- 30.10 Coordinate University level tender committee meetings and provide expert advice for making decisions by the committees; and
- 30.11 Carry out any other tasks assigned by the Superiors.

31 Dy. Chief, Librarian (Position Level 5)

- 31.1 Plan and administer programme of library services and submit recommendations on library policies;
- 31.2 Participate in the development/review of policies and procedures for the operation of the library in the University;
- 31.3 Study, recommend and administer policies on the purchase of library materials;
- 31.4 Provide user education and expert services on library;
- 31.5 Coordinate activities of Faculty's library;
- 31.6 Analyze and coordinate budget estimates and control expenditures to administer approved budget for the library services;
- 31.7 Execute activities related to maintenance of library property and services;
- 31.8 Provide information and materials as requested by the users
- 31.9 Carry out planning, directing and supervision of a library services in the University;
- 31.10 Represent University library services in the community groups and other libraries;
- 31.11 Update library information system;
- 31.12 Guide, mentor and coach library assistants in the University; and
- 31.13 Carry out any other task that may be assigned from time to time.

32 Dy. Chief Engineer (Position Level 5)

- 32.1 Contribute to the development and formulation of policies related to construction and engineering works.

- 32.2 Coordinate designs for the development of infrastructures pertaining to landscape and buildings for the University;
- 32.3 Check field surveys and reports for proposed projects;
- 32.4 Prepare and supervise the plans and specifications of complete quantity surveys of materials and labour required for engineering projects;
- 32.5 Inspect the quality of work and control the workmanship;
- 32.6 Carry out site visit for physical verification of works as per technical sanction accorded;
- 32.7 Review inspection and test reports of various materials, and engineering drawings and designs;
- 32.8 Prepare feasibility reports for new or modified projects, and project and programme proposals;
- 32.9 C-ordinate EIA Programmes;
- 32.10 Handle general correspondences and administration; and
- 32.11 Carry out any tasks as may be assigned from time to time.

33 Dy. Chief Planning Officer (Position Level 5)

- 33.1 Coordinate activities for the development of plans, programmes and policies;
- 33.2 Supervise the implementation of development activities;
- 33.3 Coordinate and conduct mid-term review meetings and carry out follow up actions on policy recommendations;
- 33.4 Lead the review and validation progress reports on the implementation of plans and programmes;
- 33.5 Ensure the evaluation of University's plans and programmes;
- 33.6 Carry out field visits to monitor and evaluate programmes, projects and plans;
- 33.7 Collaborate with other colleagues at worksite and towards realising the goals of the organisation;
- 33.8 Facilitate to process supplementary, re-appropriation, transfer and withdrawal with GHNC.
- 33.9 Compile budget proposals and prepare annual work plan for submission to APRC/University Council/ Ministry of Finance/GHNC
- 33.10 Lead budget discussion with Ministry of Finance
- 33.11 Review and prepare release statement
- 33.12 Facilitate to process supplementary, re- appropriation, transfer and withdrawal with GHNC

- 33.13 Manage donor funded projects
- 33.14 Carry out any other works as it may be assigned from time to time.

34 Dy. Chief Finance Officer (Position Level 7)

- 34.1 Ensure that accounting procedures and internal control systems are exercised at all times by strictly following the rules and regulations;
- 34.2 Ensure technical support to ensure that funds are spent and managed according to the overall plans and policies of the University;
- 34.3 Lead the preparation of financial progress reports, financial statement and other related reports for submission to Faculty/OOP Finance Committee and to the OOP for consolidation of financial statements at the University level;
- 34.4 Lead the preparation of budget proposals for OOP/Faculty.
- 34.5 Ensure release requests are made on time
- 34.6 Recommend budget adjustments such as supplementary appropriations, transfers, and re-appropriations, transfers and withdrawals
- 34.7 Review budget status and prepare Revised Estimates for OOP/Faculty on a quarterly basis;
- 34.8 Facilitate the preparation of mid-year budget reviews for OOP/Faculty;
- 34.9 Study expenditure patterns as per the approved budget to facilitate better implementation and proper expenditure reporting;
- 34.10 Oversee the management of donor funded projects in terms of fund release, fund receipt and fund balance for recommending any additional release or advance for externally funded projects; and
- 34.11 Coordinate management of vehicles and its movements in the case of Faculty; and
- 34.12 Perform any task that may be assigned from time to time.

35 Dy. Chief ICT Officer (Position Level 5)

- 35.1 Contribute to the development of policies in the area of ICT and translation of these policies where appropriate into projects and work plans;
- 35.2 Advice and support in the development of organisation's ICT infrastructure and applications systems;
- 35.3 Plan and coordinate procurement of facilities related to information technology;
- 35.4 Establish and enforce application standards;
- 35.5 Manage employee training in information technology and knowledge management;

- 35.6 Ensures that the organisation's databases conform to the technical standards followed in the country;
- 35.7 Provide substantive input into the development of policies and priorities with respect to ICT project matters;
- 35.8 Coordinate the development of appropriate guidelines and classification systems;
- 35.9 Co-ordinate and facilitate the implementation of Faculty/OOP ICT projects and work plan;
- 35.10 Maintain detailed documentation of all work performed, sufficient to allow independent generation of the same process and the results.
- 35.11 Prepare annual work plan and implement for the concerned functional unit; and
- 35.12 Carry out any other task that may be assigned from time to time.

36 Dy. Chief Research Officer (Position Level 5)

- 36.1 Participate in the development of research policies and procedures;
- 36.2 Facilitate and support the University's research effort through provision of administrative services and support to manage, develop and promote research, research training, knowledge transfers and innovation;
- 36.3 Provide advisory support and guidance to academics and student researchers on matters relating to grant development/proposal writing and quality assurance;
- 36.4 Provide advisory support to academics on matters related to KGUMSB research policies and procedures (e.g. research ethics, quality standards, research dissemination, research commercialisation, intellectual property issues);
- 36.5 Assist in developing grant applications, research contracts and cooperation agreements with external research organisations, and monitor grant implementation;
- 36.6 Facilitate participation of academics in high calibre research and development team, such as research think tanks;
- 36.7 Facilitate capacity development of KGUMSB researches through research trainings, early career researcher support and mentoring, internships, and research attachments;
- 36.8 Facilitate participation of employee researchers in high calibre research and development team, such as research think tanks;
- 36.9 Coordinate activities related to research, dissemination and documentation in the Faculty;
- 36.10 Coordinate the management and administration of higher degree research as required by the Research Degree Framework;
- 36.11 Coordinate activities that foster collaborative research and services with relevant external partners;
- 36.12 Coordinate the development of research capacity in the Faculty;

- 36.13 Organise national and international conferences/seminars;
- 36.14 Prepare plans and budget proposals for Faculty research and innovation activities;
- 36.15 Facilitate access to both internal and external sources of research fund for the employee and research centre(s);
- 36.16 Explore research funding;
- 36.17 Carry out any task as may be assigned from time to time.

37 Dy. Chief Program Officer – Quality Assurance

38 Dy. Chief Program Officer - Examination (Position Level 5)

- 38.1 Develop and implement in consultation with Dean of Academic Affairs, strategies and systems to ensure effective and efficient admission and student records systems in the Faculty;
- 38.2 Contribute to admission and student records and admission policies of the University;
- 38.3 Implement the system by way of maintaining up-to-date details of admission and selection criteria of students and to work out detailed numbers of annual student intake;
- 38.4 Conduct admission and registration of students in coordination with the Dean or Academic Affairs and Office of the Registrar;
- 38.5 Prepare award list for the academics to award marks for students;
- 38.6 Plan and prepare examination related works like examination schedule, sitting arrangement & conduct of exams etc;
- 38.7 Receive results from the Programme Board of Examiners and prepare academic transcripts;
- 38.8 Ensure safe keeping of student records including transcripts;
- 38.9 Maintain and update annual student statistics;
- 38.10 Maintain student records and issue documents; and
- 38.11 Carry out any other tasks as may be assigned from time to time.

39 Dy. Chief Program Officer - Student Services and Record (Position Level 5)

- 39.1 Contribute to formulation of policies related to student services;
- 39.2 Implement student service policies and processes;

- 39.3 Maintain records of students for any kind of support and services both during and after graduation of students;
- 39.4 Carry out selection and registration of students in accordance with the policy;
- 39.5 Provide technical support to the Faculty to look after the welfare and care of the students;
- 39.6 Participate in the development of policies, strategies and systems in making campuses a safe, inclusive and respectful environment for living and learning; in particular, shaping a high quality residential experience for student in the University;
- 39.7 Monitor the implementation of students service systems and policies by the Faculty;
- 39.8 Study student service systems in the University and recommend strategies for the improvement; and
- 39.9 Carry out any other duties as may be assigned from time to time.

40 Dy. Chief Program Officer - Curriculum (Position Level 5)

- 40.1 Initiate & coordinate curriculum development for all levels of education.
- 40.2 Guide & coordinate formulates of polices & guidelines related to academics.
- 40.3 Coordinate Academic Board meeting & other academic meetings.
- 40.4 Coordinate with different stakeholders BMHC, MoH, JDWNRH, BBCC for new program development.
- 40.5 Ensure proper implementation of curriculum changes the Faculty.
- 40.6 Guide/initiate development of new academic & other required regulation & guidelines.
- 40.7 Ensure timely printing of curriculum of other educational materials.
- 40.8 Coordinate validation of all the academic programs(new) & revise if the existing program.
- 40.9 Work with HRP & AFD for any matters relating to academic/faculty development program

41 Dy. Chief Program Officer - Foreign Relation (Position Level 5)

- 41.1 Participate in the development/review of policies, procedures and processes related to external relation and communications;
- 41.2 Assist the Chief in managing external relations;
- 41.3 Facilitate study abroad Programmes by providing international Programme orientation on KGUMSB campuses, academic transcripts arrangement, designing papers on study abroad if required, collaborate design of study abroad modules with the external universities, establish external universities' contacts to relevant Faculty, and carry out administrative functions

relevant to the activities, including: international student recruitment and admission, visa, immigration and protocol;

- 41.4 Liaise and coordinate with concerned agencies and authorities for faculty visits;
- 41.5 Draft the MOUs for external linkages;
- 41.6 Promote external linkages of Faculty through establishing networks, communicating, liaising, to link KGUMSB Faculty to external universities via OOP; and
- 41.7 Carry out any tasks as may be assigned from time to time.

42 Dy. Chief Program Officer – MECRIT, Constituent Faculty, BHJ (Position Level 5)

- 42.1 Formulates five-year plans, project proposal for Institutes/Department and ensures the implementation and evaluation.
- 42.2 Finalizes programs and activities with the head of the institute/department.
- 42.3 Ensures/carries out supervision and monitoring of the program activities.
- 42.4 Formulation of program policies and strategies.
- 42.5 Ensures preparation of reports of program activities as required by the government/donor agencies.
- 42.6 Co-ordinates with other related agencies in the government and outside the government on sector issues.
- 42.7 Organizes research activities in the respective institutes/Department.
- 42.8 Manage performance and professional development of division employee.
- 42.9 Prepare annual work plan and budget proposals.
- 42.10 Ensure effective control and efficient use of resources available to the institutes.
- 42.11 Any other task assigned by the Supervisors.

43 Dy. Chief Liaison Officer (Position Level 5) based in Faculty

- 43.1 Contribute to formulation of policies and strategies for enhancement of linkages with external academic institutions and industries through the perspectives of the Faculty;
- 43.2 Establish and maintain 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 OOP;
- 43.3 Provide the protocol services for international visitors;

- 43.4 Initiate and support student exchange programmes;
- 43.5 Facilitate student attachment or internship programmes to the industries;
- 43.6 Act as the media focal unit on behalf of the Faculty. It involves drafting press releases, updating information on the Faculty website, publishing of Faculty brochures, prospectus, newsletters and annual reports;
- 43.7 Initiate strategic planning to promote alumni awareness; and create and enrich lifelong bond among alumni and connect them to the students and academics of the Faculty;
- 43.8 Explore opportunities for research and consultancy in business, industry, government and international organisations and carry out accordingly;
- 43.9 Explore training needs (in industry, government and NGOs), facilitate the development of training modules with concerned academics and organise trainings; and
- 43.10 Carry out any task as may be assigned from time to time

Professional Position Category (Position Level 6)

44 Senior Legal Officer (Position Level 6)

- 44.1 Provide legal advices in the formulation of rules, regulations and manuals;
- 44.2 Draft in coordination with the concerned officials various contract documents, legal documents and MOUs and other agreements that has legal implications;
- 44.3 Provide legal advice to various decision making processes;
- 44.4 Liaise with legal bodies in seeking legal advises and support services;
- 44.5 Carry out litigation with the Office of the Attorney General on behalf of the University and attending to court summons;
- 44.6 Represent the University in arbitration;
- 44.7 Coordinate dispute resolution on behalf of the University and the Faculty;
- 44.8 Act as focal person for any legal issues related to the University; and
- 44.9 Carry out any other task that may be assigned from time to time.

45 Senior Internal Auditor (Position Level 6)

- 45.1 Study various operational systems and propose recommendations to minimise audit memos;
- 45.2 Contribute to formulation of policies and monitor effectiveness of governance and transparency including the decision-making processes;
- 45.3 Initiate risk management processes so as to ensure safe financial health of the University while venturing into various businesses;
- 45.4 Monitor and assess the service delivery in the University against the TAT and SOP;
- 45.5 Carry out HR auditing to ensure that HR is optimally utilised and that overall HR administration has been carried out uniformly as per the prevailing rules and regulations;
- 45.6 Conduct and coordinate both statutory and external auditing, and ensure that audits are carried out timely;
- 45.7 Follow up on the audit memos and monitor the implementation of audit memos with the Faculty and OOP such as replying to audit memo, recovering dues, processing write-off of irrecoverable dues etc.; and
- 45.8 Carry out any other task that may be assigned from time to time.

46 Senior Human Resource Officer (Position Level 6)

- 46.1 Involve in the formulation, review and recommendation of HR policies and programmes.

- 46.2 Implement HR Rules & Regulations, plans and programmes and provide technical support to the Faculty;
- 46.3 Participate in organisational development exercises to develop human resource development and management plans;
- 46.4 Formulate, propose and carry out projects related to the development of human resources;
- 46.5 Identify and address development needs of employee;
- 46.6 Identify poor performers and suggest measures for their improvement to the management;
- 46.7 Explore open scholarship opportunities for the development of employee in the Faculty/OOP;
- 46.8 Coordinate monitoring and facilitating services for those who are undergoing long-term professional development programmes in order to ensure successful completion of the programme;
- 46.9 Coordinate induction, orientation and continual work place based professional development programmes on regular basis;
- 46.10 Guide all Administrative and HR Officers in the constituent Faculty in carrying out HR initiatives; and
- 46.11 Carry out any other works as it may be assigned from time to time.

47 Senior Administrative Officer (Position Level 6)

- 47.1 Participate in formulation of policies related to management and administrative functions of the University;
- 47.2 Contribute to development of systems to enhance effective administrative system of the University;
- 47.3 Monitor and guide the administrative assistants to effectively carry out the administrative functions at the Faculty/OOP;
- 47.4 Coordinate important organisational activities such as consecration, foundation day, national events, luncheons and VVIP visits, as and when required;
- 47.5 Carry out roles and responsibilities of HR and procurement in Faculty;
- 47.6 Coordinate management of vehicles and its movements in the case of OOP;
- 47.7 Oversee the performance of subordinates as assigned by the Faculty management; and
- 47.8 Carry out any other task assigned by the Supervisors.

48 Senior Media and Communications Officer (Position Level 6)

- 48.1 Contribute to development of policies, strategies and guidelines related to communications;

- 48.2 Carry out all activities related to external communications;
- 48.3 Collaborate with other departments/Faculty and take responsibility for mass communications relating to any news on external activity within OOP and also with KGUMSB Faculty;
- 48.4 Prepare plans, programmes and projects related to external relations and communications for the University;
- 48.5 Prepare progress reports and annual report for the division in the area of external relations and communications; and
- 48.6 Carry out any other task that may be assigned from time to time.

49 Senior Procurement Officer (Position Level 6)

- 49.1 Contribute to formulation of policies, standards and guidelines related to procurement of works, services and goods;
- 49.2 Contribute to formulation of standards and guidelines related to management of properties in the University;
- 49.3 Implement rules and regulations to float tenders, select suppliers, place orders, procure and supervise on usage of supplies;
- 49.4 Process for the clearance of consignments;
- 49.5 Ensure effective management of materials/properties;
- 49.6 Plan, quantify and project budget requirement for the supply of materials;
- 49.7 Guide and supervise all the Faculty and OOP on any matters related to invitation of bids, selection, procurement, quality assurance, distribution, mobilisation and monitoring of supplies;
- 49.8 Plan and initiate any activities that shall have positive impact on improving supply management in the University;
- 49.9 Advise the University in terms of the types of supply to be brought in to the University;
- 49.10 Coordinate university tender committee meetings and provide expert advice for making decisions by the committees; and
- 49.11 Carry out any other tasks assigned by the Superiors.

50 Senior Librarian (Position Level 6)

- 50.1 Plan and administer programme of library services and submit recommendations on library policies;
- 50.2 Participate in the development/review of policies and procedures for the operation of the library in the University;

- 50.3 Study and recommend and administer policies on the purchase of library materials;
- 50.4 Coordinate activities of Faculty's library;
- 50.5 Teach, conduct research and provide expert services on library;
- 50.6 Analyse and coordinate budget estimates and control expenditures to administer approved budget for the library services;
- 50.7 Execute activities related to maintenance of library property and services;
- 50.8 Carry out planning, directing and supervision of a library services in the Faculty;
- 50.9 Represent University library services in the community groups and other libraries;
- 50.10 Update library information system;
- 50.11 Guide, mentor and coach library assistants in the Faculty; and
- 50.12 Carry out any other task that may be assigned from time to time.

51 Senior Engineer (Position Level 6)

- 51.1 Contribute to development of policies, standards and guidelines for the development of infrastructure and procurement of works;
- 51.2 Contribute to designing of master plans for the University campuses including landscaping;
- 51.3 Check field surveys and reports for proposed projects;
- 51.4 Initiate, pavement designs, retaining structures, drainage and other engineering projects;
- 51.5 Prepare and supervise plans and specifications of complete quantity surveys of materials and labour required for engineering projects;
- 51.6 Inspect the quality of work and control the workmanship;
- 51.7 Carry out site visit for physical verification of works as per technical sanction accorded;
- 51.8 Review inspection and test reports of various materials;
- 51.9 Review the preparation of engineering drawings and designs;
- 51.10 Prepare feasibility reports for new or modified projects, and project and programme proposals;
- 51.11 C-ordinate EIA Programmes;
- 51.12 Handle general correspondences and administration; and
- 51.13 Carry out any tasks as may be assigned from time to time

52 Sr. Planning Officer (Position Level 6)

- 52.1 Coordinate activities for the development of plans, programmes and policies;
- 52.2 Support in supervision of the implementation of development activities;
- 52.3 Coordinate and conduct mid-term review meetings and carry out follow up actions on policy recommendations;
- 52.4 Review and validate progress reports on the implementation of plans and programmes;
- 52.5 Carry out the evaluation of University's plans and programmes;
- 52.6 Carry out field visits to monitor and evaluate programmes, projects and plans;
- 52.7 Collaborate with other colleagues at worksite and towards realising the goals of the organisation;
- 52.8 Facilitate to process supplementary, re- appropriation, transfer and withdrawal with GHNC.
- 52.9 Compile budget proposals and prepare annual work plan for submission to APRC/University Council/ Ministry of Finance/GHNC
- 52.10 Execute budget discussion with Ministry of Finance
- 52.11 Review and prepare release statement
- 52.12 Manage donor funded projects
- 52.13 Carry out any other works as it may be assigned from time to time.

53 Sr. Finance Officer (Position Level 6)

- 53.1 Exercise accounting procedures and internal control systems at all times by strictly following the rules and regulations;
- 53.2 Review and validate transactions related to allowances, arrear claims and other payables to minimise error;
- 53.3 Facilitate auditing through production of all records and evidences;
- 53.4 Provide appropriate technical support to ensure that funds are spent and managed according to the overall plans and policies of the University;
- 53.5 Prepare financial progress reports, financial statement and other related reports for submission to Faculty/OOP Finance Committee and to the OOP for consolidation of financial statements at the University level;
- 53.6 Prepare budget proposals for OOP/Faculty.
- 53.7 Participate in budget discussions;
- 53.8 Process release requests

- 53.9 Review and recommend budget adjustments such as supplementary appropriations, transfers, and re-appropriations, transfers and withdrawals
- 53.10 Review budget status and prepare Revised Estimates for OOP/Faculty on a quarterly basis;
- 53.11 Facilitate the preparation of mid-year budget reviews for OOP/Faculty;
- 53.12 Review expenditure patterns as per the approved budget to facilitate better implementation and proper expenditure reporting;
- 53.13 Manage donor funded projects in terms of fund release, fund receipt and fund balance for recommending any additional release or advance for externally funded projects;
- 53.14 Correspond with relevant agencies on issues related to deposits, releases and transfer of fund in the budget fund accounts;
- 53.15 Coordinate management of vehicles and its movements in the case of Faculty; and
- 53.16 Perform any task that may be assigned from time to time.
- 53.17 Coordinate management of vehicles and its movements in the case of Faculty; and
- 53.18 Perform any task that may be assigned from time to time.

54 Senior ICT Officer (Position Level 6)

- 54.1 Facilitate the development of policies in the area of ICT and translation of these policies where appropriate into projects and work plans;
- 54.2 Contribute to development of organisation's infrastructure and applications systems;
- 54.3 Plan and coordinate procurement of facilities related to information technology;
- 54.4 Establish and enforce application standards;
- 54.5 Manage employee professional development in information technology and knowledge management;
- 54.6 Ensures that the organisation's databases conform to the technical standards followed in the country;
- 54.7 Provide substantive input into the development of policies and priorities with respect to ICT project matters;
- 54.8 Coordinate the development of appropriate guidelines and classification systems;
- 54.9 Co-ordinate and facilitate the implementation of Faculty/OOP projects and work plan;
- 54.10 Maintain detailed documentation of all work performed, sufficient to allow independent generation of the same process and the results;
- 54.11 Prepare annual work plan and implement for the concerned functional unit; and

54.12 Carry out any other task that may be assigned from time to time.

55 Senior Program Officer – Quality Assurance

56 Senior Program Officer - Examination (Position Level 6)

- 56.1 Contribute to formulation of strategies and systems to ensure effective and efficient admission and student records systems in the Faculty;
- 56.2 Contribute to admission and student records policy and admission policy of the University;
- 56.3 Implement the system by way of maintaining up-to-date details of admission and selection criteria of students and to work our detailed numbers of annual student intake;
- 56.4 Conduct admission and registration of students in coordination with the Dean or Academic Affairs and Office of the Registrar;
- 56.5 Prepare award list for the academics to award marks for students;
- 56.6 Plan and prepare examination related works like examination schedule, sitting arrangement & conduct of exams etc;
- 56.7 Receive results from the and prepare academic transcripts;
- 56.8 Ensure safe keeping of student records including transcripts;
- 56.9 Maintain and update annual student statistics;
- 56.10 Maintain student records and issue documents; and
- 56.11 Carry out any other tasks as may be assigned from time to time.

57 Senior Program Officer - Student Service and Record (Position Level 6)

- 57.1 Participate in formulation of policies related to student services;
- 57.2 Implement student service policies and processes;
- 57.3 Maintain records of students for any kind of support and services both during and after graduation;
- 57.4 Carry out selection and registration of students in accordance with the policy;
- 57.5 Provide technical support to the Faculty to look after the welfare and care of the students;
- 57.6 Participate in the development of policies, strategies and systems in making campuses a safe, inclusive and respectful environment for living and learning; in particular, shaping a high quality residential experience for student in the University;

- 57.7 Monitor the implementation of student's service systems and policies by the Faculty;
- 57.8 Study student service systems in the University and recommend strategies for the improvement; and
- 57.9 Carry out any other duties as may be assigned from time to time.

58 Senior Program Officer - Curriculum (Position Level 6)

- 58.1 Initiate & coordinate curriculum development for all levels of education.
- 58.2 Guide & coordinate formulates of polices & guidelines related to academics.
- 58.3 Coordinate Academic Board meeting & other academic meetings.
- 58.4 Raise with different stakeholders BMHC, MoH, JDWNRH, BBCC for new program development.
- 58.5 Ensure proper implementation of curriculum changes the Faculty.
- 58.6 Guide/initiate development of new academic & other needed regulation & guidelines.
- 58.7 Ensure timely printing of curriculum of other educational materials.
- 58.8 Coordinate validation of all the academic programs(new) & revise if the existing program.
- 58.9 Work with HRP & AFD for any matters relating to academic/faculty development program

59 Senior Research Officer (Position Level 6)

- 59.1 Contribute to the development of research policies and procedures;
- 59.2 Facilitate and support the University's research effort through provision of administrative services and support to manage, develop and promote research, research training, knowledge transfers and innovation;
- 59.3 Provide advisory support and guidance to academics and student researchers on matters relating to grant development/proposal writing and quality assurance;
- 59.4 Provide advisory support to academics on matters related to KGUMSB research policies and procedures (e.g. research ethics, quality standards, research dissemination, research commercialisation, intellectual property issues);
- 59.5 Assist in developing grant applications, research contracts and cooperation agreements with external research organisations, and monitor grant implementation;
- 59.6 Facilitate participation of academics in high calibre research and development team, such as research think tanks;
- 59.7 Facilitate capacity development of KGUMSB researches through research trainings, early career researcher support and mentoring, internships, and research attachments;

- 59.8 Facilitate participation of employee researchers in high calibre research and development team, such as research think tanks; and
- 59.9 Carry out any other task that may be assigned from time to time.
- 59.10 Coordinate activities related to research, dissemination and documentation in the Faculty;
- 59.11 Coordinate the management and administration of higher degree research as required by the Research Degree Framework;
- 59.12 Coordinate activities that foster collaborative research and services with relevant external partners;
- 59.13 Coordinate the development of research capacity in the Faculty;
- 59.14 Organise national and international conferences/seminars;
- 59.15 Prepare plans and budget proposals for Faculty research and innovation activities;
- 59.16 Explore and facilitate access to both internal and external sources of research fund for the employee and research centre(s);
- 59.17 Carry out any task as may be assigned from time to time.

60 Senior Program Officer - Foreign Relation (Position Level 6)

- 60.1 Participate in the development/review of policies, procedures and processes related to external relation;
- 60.2 Facilitate study abroad programmes by providing international programme orientation on KGUMSB campuses, academic transcripts arrangement, designing papers on study abroad if required, collaborate design of study abroad modules with the external universities, establish external universities' contacts to relevant Faculty, and carry out administrative functions relevant to the activities, including: international student recruitment and admission, visa, immigration and protocol;
- 60.3 Liaise and coordinate with concerned agencies and authorities for employee visits;
- 60.4 Draft the MOUs for external linkages;
- 60.5 Promote external linkages of Faculty through establishing networks, communicating, liaising, to link KGUMSB Faculty to external universities via OOP; and
- 60.6 Carry out any tasks as may be assigned from time to time.

61 Senior Program Officer – MECRIT, Constituent Faculty (Position Level 6)

- 61.1 Prepare and implement annual work plan for group or specific program(s) under the guidance of CPO and DCPO.
- 61.2 Prepare reports on the program
- 61.3 Coordinate meetings.
- 61.4 Coordinate research programs
- 61.5 Facilitates training program.
- 61.6 Coordinate the induction of new batch of Residents into the Post Graduate Residency Program
- 61.7 Coordinate the academic activities
- 61.8 Any other job assigned by the Supervisor

62 Senior Liaison Officer (Position Level 6) based in Faculty

- 62.1 Contribute to formulation of policies and strategies for enhancement of linkages with external academic institutions and industries through the perspectives of the Faculty;
- 62.2 Establish and maintain 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 OOP;
- 62.3 Provide the protocol services for international visitors;
- 62.4 Initiate and support student exchange programmes;
- 62.5 Facilitate student attachment or internship programmes to the industries;
- 62.6 Act as the media focal unit on behalf of the Faculty. It involves drafting press releases, updating information on the Faculty website, publishing of Faculty brochures, prospectus, newsletters and annual reports;
- 62.7 Contribute 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 Faculty;
- 62.8 Explore opportunities for research and consultancy in business, industry, government and international organisations and carry out accordingly;
- 62.9 Explore training needs (in industry, government and NGOs), facilitate the development of training modules with concerned academics and organise trainings; and
- 62.10 Carry out any task as may be assigned from time to time

Professional Position Category (Position Level 7)

63 Legal Officer (Position Level 7)

- 63.1 Assist with legal advices in the formulation of rules, regulations and manuals;
- 63.2 Assist the concerned officials in drafting of contract documents, legal documents and MOUs and other agreements that has legal implications;
- 63.3 Liaise with legal bodies in seeking legal advises and support services;
- 63.4 Assist with litigation works with the Office of the Attorney General on behalf of the University and attend to court summons;
- 63.5 Represent the University in arbitration;
- 63.6 Assist the dispute resolution works on behalf of the University and the Faculty;
- 63.7 Act as focal person for any legal issues related to the University; and
- 63.8 Carry out any other task that may be assigned from time to time.

64 Internal Auditor (Position Level 7)

- 64.1 Study various operational systems and propose recommendations to minimise audit memos;
- 64.2 Organise various consultative meetings for the formulation of policies related to improvement of systems that ensures transparency, compliance with rules and consistency in the implementation of various policies;
- 64.3 Monitor and assess the service delivery in the University against the TAT and SOP;
- 64.4 Carry out HR auditing to ensure that HR is optimally utilised and that overall HR administration has been carried out uniformly as per the prevailing rules and regulations;
- 64.5 Organise statutory and external auditing, and ensure that audits are carried out timely;
- 64.6 Follow up on the audit memos and monitor the implementation of audit memos with the Faculty and OOP such as replying to audit memo, recovering dues, processing write-off of irrecoverable dues etc.; and
- 64.7 Carry out any other task that may be assigned from time to time.

65 Human Resource Officer (Position Level 7)

- 65.1 Independently organise major HR management works such as promotion, recruitment, leave, transfer, grievances and performance management as per policies, plans and programmes;
- 65.2 Independently organise major HR development works such as orientation, induction, professional development programmes and employment counselling activities as per policies, plans and programmes;

- 65.3 Search for open scholarships and fellowships and inform relevant employee to apply;
- 65.4 Implement HR Rules and Regulations and provide technical support to the Faculty;
- 65.5 Ensure that human resource information is maintained up to date;
- 65.6 Participate in preparing the overall Human Resource Management and Development Plans;
- 65.7 Serve as meeting secretary and interview assistant in drafting minutes, writing reports, and preparing proposals; and
- 65.8 Carry out any other work as it may be assigned from time to time.

66 Administrative Officer (Position Level 7)

- 66.1 Implement activities in relation to administration of the University like personal administration, property management/ maintenance, budget requirements, procurement of office materials etc.;
- 66.2 Coordinate various activities of the University/Faculty as and when required including official dinners/lunches hosted by the University/Faculty;
- 66.3 Initiate and coordinate the preparation of annual work plan related to administrative and management functions;
- 66.4 Liaise with other relevant organisations with regard to the administrative matters;
- 66.5 Supervise the performance of employee within the section;
- 66.6 Organise meetings, workshops and related sessions in the area of administration and management;
- 66.7 Coordinate management of vehicles and its movements in the case of OOP;
- 66.8 Prepare budget proposals and estimates for the assigned unit; and
- 66.9 Carry out any other task assigned by the Supervisors.

67 Media and Communications Officer (Position Level 7)

- 67.1 Contact departments within OOP and Faculty and draft news/reports to be shared with the public;
- 67.2 Organise for publication of promotional materials such as prospectus, brochures, newsletters etc.
- 67.3 Organise meetings and related activities for the promotion of external relations and communications. The specific duties include mainly the secretarial support in terms of keeping minutes and communicating follow-ups with the relevant members;

- 67.4 Draft plans, programmes, projects for the development of external relations and communications;
- 67.5 Draft and submit progress reports and annual report of the Division;
- 67.6 Maintain up to date information on study abroad conditions at KGUMSB on website, international student portals; and
- 67.7 Carry out any other task that may be assigned from time to time.

68 Procurement Officer (Position Level 7)

- 68.1 Coordinate meeting and activities related to formulation of policies, standards and guidelines related to procurement of works, services and goods;
- 68.2 Floats tenders, select suppliers, place orders, procure and monitor supplies;
- 68.3 Maintain reports and records of the materials procured;
- 68.4 Advise Faculty/OOP on methods to float tenders, select suppliers, place orders, procure and supervise on usage of supplies;
- 68.5 Plan, quantify and project the budget requirement for the supply of materials;
- 68.6 Participate in planning to develop initiatives that will have positive impact on improving supply management in the University;
- 68.7 Participate in tender committee and related meetings; and
- 68.8 Carry out any other tasks assigned by the Supervisor.

69 Librarian (Position Level 7)

- 69.1 Execute activities related to maintenance of library property;
- 69.2 Update library information system;
- 69.3 Plan, implement and/or enhance library automation projects and services; and
- 69.4 Teach, conduct research and provide expert services on library;
- 69.5 Perform administrative duties of the library development programme, supervises work within the Faculty in the area of referencing, circulation, acquisition and binding etc.;
- 69.6 Carry out annual work planning for the development of library services and implement;
- 69.7 Provide reference and reader's advisory services to library users;
- 69.8 Perform varied and/or specialised professional library work such as collection development, acquisition, evaluation and selection, discarding, weeding and withdrawal of library materials;

- 69.9 Develop and conduct Programmes, multi-media programmes, within the Faculty;
- 69.10 Make administrative decisions for assigned area;
- 69.11 Assist in the preparation of budget proposals and estimates for the Faculty library; and
- 69.12 Carry out any other task assigned by the Supervisors.

70 Engineer (Position Level 7)

- 70.1 Check field surveys and report for proposed projects;
- 70.2 Initiate sub-soil investigation of bridges, pavement designs, retaining structures, drainage and other engineering projects;
- 70.3 Prepare and supervise plans and specifications of complete quantity surveys of materials and labour required for engineering projects;
- 70.4 Inspect the quality of works and control the workmanship;
- 70.5 Carry out site visit for physical verification of works as per technical sanction accorded;
- 70.6 Prepare feasibility reports for new or modified projects, and project and programme proposals;
- 70.7 Review inspection and test reports of various materials;
- 70.8 Review the preparation of engineering drawings and designs;
- 70.9 Coordinate Environment Impact Assessment (EIA) Programmes;
- 70.10 Handle general correspondences and administration; and
- 70.11 Carry out any other tasks that may be assigned from time to time.

71 Planning Officer (Position Level 6)

- 71.1 Coordinate activities for the development of plans, programmes and policies;
- 71.2 Support in supervision of the implementation of development activities;
- 71.3 Coordinate and conduct mid-term review meetings and carry out follow up actions on policy recommendations;
- 71.4 Review and validate progress reports on the implementation of plans and programmes;
- 71.5 Carry out the evaluation of University's plans and programmes;
- 71.6 Carry out field visits to monitor and evaluate programmes, projects and plans;
- 71.7 Collaborate with other colleagues at worksite and towards realising the goals of the organisation;

- 71.8 Facilitate to process supplementary, re- appropriation, transfer and withdrawal with GHNC.
- 71.9 Compile budget proposals and prepare annual work plan for submission to University Council/ Ministry of Finance/GHNC
- 71.10 Execute budget discussion with Ministry of Finance
- 71.11 Review and prepare release statement
- 71.12 Facilitate to process supplementary, re- appropriation, transfer and withdrawal with GHNC
- 71.13 Manage donor funded projects
- 71.14 Carry out any other works as it may be assigned from time to time.

72 Finance Officer (Position Level 7)

- 72.1 Exercise accounting procedures and internal control systems at all times by strictly following the rules and regulations;
- 72.2 Review and validate transactions related to allowances, arrear claims and other payables to minimise error;
- 72.3 Facilitate auditing through production of all records and evidences;
- 72.4 Support the preparation of financial progress reports, financial statement and other related reports for submission to Faculty/OOP Finance Committee and to the OOP for consolidation of financial statements at the University level;
- 72.5 Support the preparation of budget proposals for OOP/Faculty.
- 72.6 Participate in budget discussions;
- 72.7 Process release requests
- 72.8 Review and recommend budget adjustments such as supplementary appropriations, transfers, and re-appropriations, transfers and withdrawals
- 72.9 Review budget status and prepare Revised Estimates for OOP/Faculty on a quarterly basis;
- 72.10 Support the facilitation and the preparation of mid-year budget reviews for OOP/Faculty;
- 72.11 Involve in review exercise of expenditure patterns as per the approved budget to facilitate better implementation and proper expenditure reporting;
- 72.12 Assist in the management of donor funded projects in terms of fund release, fund receipt and fund balance for recommending any additional release or advance for externally funded projects;
- 72.13 Correspond with relevant agencies on issues related to deposits, releases and transfer of fund in the budget fund accounts;
- 72.14 Coordinate management of vehicles and its movements in the case of Faculty; and

- 72.15 Perform any task that may be assigned from time to time.
- 72.16 Coordinate management of vehicles and its movements in the case of Faculty; and
- 72.17 Perform any task that may be assigned from time to time.

73 ICT Officer (Position Level 7)

- 73.1 Facilitate the development of policies in the area of ICT and translation of these policies where appropriate into projects and work plans;
- 73.2 Apply fundamental concepts, practices, procedures and existing policies and guidelines in specialised areas of information technology;
- 73.3 Implement activities related to development of infrastructure and facilities for ICT based networking;
- 73.4 Organise task force and related meetings for information systems and technology developments;
- 73.5 Participate in negotiations for software purchases with vendors oversees the maintenance of licenses resulting from such purchases;
- 73.6 Maintain detailed documentation of all work performed, sufficient to allow independent generation of the same process and the results; and
- 73.7 Carry out any other task that may be assigned from time to time.

74 Research Officer (Position Level 7)

- 74.1 Provide support services to manage, develop and promote research, research training, knowledge transfer and innovation;
- 74.2 Draft proposals/progress reports/promotional materials related to research and development;
- 74.3 Organise meetings and other events of the Research and Innovations Committee and activities related to dissemination of the decisions and follow-ups arising from these;
- 74.4 Support in preparation of annual plans and annual reports;
- 74.5 Organise activities for dissemination of information arising from research and scholarly activities such as publications, research conferences, public talks, seminars, workshops etc;
- 74.6 Coordinate activities for linkages with external institutions for research partnerships;
- 74.7 Organise capacity development programmes for researches such as research trainings, early career researcher support and mentoring, internships, and research attachments; and
- 74.8 Carry out any other works as it may be assigned from time to time.

75 Research Officer - Research and Development (Position Level 7) in Faculty

- 75.1 Implement research policies at the Faculty based on overall University research policy and Faculty level policies;
- 75.2 Carry out activities related to research, dissemination and documentation in the Faculty;
- 75.3 Coordinate the management and administration of higher degree research as required by the Research Degree Framework;
- 75.4 Carry out activities that foster collaborative research and services with relevant external partners;
- 75.5 Implement research grants based on framework developed by the faculty;
- 75.6 Organise programmes for the development of research capacity in the faculty;
- 75.7 Organise national and international conferences/seminars;
- 75.8 Prepare plans and budget proposals for faculty research and innovation activities;
- 75.9 Explore and facilitate access to both internal and external sources of research fund for the employee and research centre(s);
- 75.10 Carry out any task as may be assigned from time to time.

76 Program Officer – Quality Assurance

77 Program Officer - Student Service and Record (Position Level 7)

- 77.1 Implement policies, procedures and processes related to student services in the University;
- 77.2 Maintain records of students for any kind of support and services both during and after graduation;
- 77.3 Maintain up-to-date information on students for any kind of studies by programme area, level of programme, gender, nationality etc.;
- 77.4 Carry out student selection and registration of students in an effective, efficient and in accordance with the policy;
- 77.5 Provide administrative support as required to the Dean of Student Affairs to look after the welfare and care of the students;
- 77.6 Organise committee meetings related to student's services and draft minutes and communicate follow-ups with the relevant members;
- 77.7 Liaise with the Faculty and update student selection criteria;
- 77.8 Conduct student selection and admission required to be done centrally; and

77.9 Carry out any other duties as may be assigned by the Registrar from time to time.

78 Program Officer, Examination (Position Level 7)

- 78.1 Implement strategies and systems to ensure effective and efficient admission and student records systems in the Faculty;
- 78.2 Maintain up-to-date details of admission and selection criteria of students and work out detailed numbers of annual student intake;
- 78.3 Conduct admission and registration of students in coordination with the Dean of Academic Affairs and Office of the Registrar;
- 78.4 Prepare award list for the academics to award marks for students;
- 78.5 Plan and prepare examination related works like examination schedule, sitting arrangement & conduct of exams etc;
- 78.6 Receive results from the Programme Board of Examiners and prepare academic transcripts;
- 78.7 Ensure safe keeping of student records including transcripts;
- 78.8 Maintain and update annual student statistics.
- 78.9 Maintain student records and issue documents; and
- 78.10 Carry out any other tasks as may be assigned from time to time.

79 Program Officer - Curriculum (Position Level 7)

- 79.1 Review and revise curriculum in respective Course or Module on need basis.
- 79.2 Develop syllabus, textbooks, course books, manuals and program implementation materials / guidebook in respective subjects and programs by involving relevant Faculty and personnel.
- 79.3 Review and recommend for the relevant educational materials such as, textbooks, library and reference books to support the effective implementation of curriculum.
- 79.4 Monitor the implementation of curriculum and programs and provide necessary support.
- 79.5 Conduct and resource in-service programs for Faculty on curriculum changes, related programs and teaching methodology on need basis.
- 79.6 Initiate and carryout educational studies and researches on the curriculum implementation and new ideas.
- 79.7 Disseminate new curriculum development and programs information to all stakeholders through various educational forum and publications.

- 79.8 Visits institutes to study the implementation of curriculum and programs and their associated field realities.
- 79.9 Execute any other assignments that may be assigned by the Office of President from time to time or for certain period of time.
- 79.10 Coordinate the management of projects / programs in their respective subject areas.
- 79.11 Conduct respective subject committee meetings.

80 Program Officer - Foreign Relations (Position Level 7)

- 80.1 Organise all necessary activities for the management of external relations;
- 80.2 Liaise with concerned Faculty and academic institutions abroad for implementation of study aboard programmes;
- 80.3 Provide logistical support to international students in terms of organising international orientation programme on KHUMSB campuses, and recruitment and admission of international students;
- 80.4 Carry out all administrative works to facilitate employee visits; and
- 80.5 Carry out any other tasks that may be assigned from time to time.

81 Program Officer – MECRIT, Constituent Faculty, BHJ (Position Level 7)

- 81.1 Prepare and implement annual work plan for group or specific program(s) under the guidance of CPO and DCPO.
- 81.2 Prepare reports on the program
- 81.3 Coordinate meetings.
- 81.4 Coordinate research programs
- 81.5 Facilitates training program.
- 81.6 Coordinate the Academic activities
- 81.7 Plan and carry out the Faculty and Student Exchange in Institutes outside Bhutan
- 81.8 Facilitate in conducting examinations at the end of each semester.
- 81.9 Any other job assigned by the Supervisor

82 Liaison Officer (Position Level 7) based in Faculty

- 82.1 Implement policies and strategies related to linkages with external academic institutions and industries;

- 82.2 Implement plans, programmes or projects related to 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 OOP;
- 82.3 Provide protocol services for international visitors;
- 82.4 Initiate and support student exchange programmes;
- 82.5 Facilitate student attachment or internship programmes to the industries;
- 82.6 Act as the media focal unit on behalf of the Faculty. It involves drafting press releases, updating information on the Faculty website, publishing of Faculty brochures, prospectus, newsletters and annual reports;
- 82.7 Implement plans related to creation and enrichment of lifelong bond with alumni and connect them to the students and academics of the Faculty;
- 82.8 Implement projects related to research and consultancy in business, industry, government and international organisations and carry out accordingly;
- 82.9 Organise training and development programmes (for industry, government and NGOs); and
- 82.10 Carry out any task as may be assigned from time to time

Professional Position Category (Position Level 8)

83 Assistant Internal Auditor (Position Level 8)

- 83.1 Assist in the coordination of meetings and exercises to study various operational systems to minimise audit memos;
- 83.2 Assist in organising meetings and consultations for the formulation of policies related to governance and operational systems;
- 83.3 Monitor and assess the service delivery in the University against the TAT and SOP;
- 83.4 Assist in carrying out HR auditing to study the compliance as per the rules and regulations;
- 83.5 Assist in conducting statutory and external auditing, and ensure that audits are carried out timely;
- 83.6 Follow up on the audit memos and monitor the implementation of audit memos with the Faculty and OOP such as replying to audit memo, recovering dues, processing write-off of irrecoverable dues etc.; and
- 83.7 Carry out any other task that may be assigned from time to time.

84 Assistant Human Resource Officer (Position Level 8)

- 84.1 Assist in implementing human resource rules and regulations;
- 84.2 Compile, verify documents and information with regard to human resource management and development;
- 84.3 Assist the implementation of human resource development programmes as per the development plans;
- 84.4 Maintain up to date statistical information on human resources of the University/Faculty/OOP.
- 84.5 Maintain up-to-date personal files of all employee;
- 84.6 Provide information on human resource to the management when required;
- 84.7 Provide clarification on Human Resource Rules and Regulations to other employee whenever necessary;
- 84.8 Assist in coordination of HR committee meetings, interviews, trainings, workshops etc., including drafting of announcements, minutes of meetings, reports and proposals; and
- 84.9 Carry out any other task as it may be assigned from time to time.

85 Assistant Administrative Officer (Position Level 8)

- 85.1 Organise activities related to personal administration, property management/ maintenance, budget requirements, procurement of office materials etc.;

- 85.2 Assist in the preparation of annual operation plan for the administrative unit;
- 85.3 Assist in the coordination of important organisational activities such as consecration, foundation day, national events, luncheons and VIP visits, as and when required;
- 85.4 Carry out roles and responsibilities of HR and procurement in Faculty;
- 85.5 Coordinate management of vehicles and its movements in the case of OOP;
- 85.6 Organise meetings, workshops and related sessions in the area of administration and management; and
- 85.7 Carry out any other task assigned by the Supervisors.

86 Assistant Media and Communications Officer (Position Level 8)

- 86.1 Assist in drafting news/reports to be shared with the public;
- 86.2 Provide clerical support to publish promotional materials such as prospectus, brochures, newsletters etc.;
- 86.3 Organise meetings and related activities for the promotion of external relations and communications. The specific duties include mainly the secretarial support in terms of keeping minutes and communicating follow-ups with the relevant members;
- 86.4 Assist in drafting plans, programmes, projects for communications;
- 86.5 Assist in drafting progress and annual reports of the Division; and
- 86.6 Carry out any other task that may be assigned from time to time;

87 Assistant Procurement Officer (Position Level 8)

- 87.1 Understand and implement policies, standards and guidelines related to procurement of works, services and goods;
- 87.2 Assist in preparing reports and maintaining records of the properties;
- 87.3 Support the management of supplies in the University;
- 87.4 Plan and initiate any activities that shall have positive impact on improving supply management in the University;
- 87.5 Carry out all necessary activities related to procurement of goods, services and works;
- 87.6 Organise committee meetings related to procurement of goods, services and works; and
- 87.7 Carry out any other tasks assigned by the superiors.

88 Assistant Librarian (Position Level 8)

- 88.1 Assist in annual budget preparation for library services;
- 88.2 Execute activities related to maintenance of library property;
- 88.3 Update library information system;
- 88.4 Perform specialised duties, which support library services (circulation, general reference, stack management, document and materials delivery) and/or collections (ordering, processing, cataloguing) services and/or branch/section operations;
- 88.5 Interpret library policies, procedures, standards and practices requiring some level of independent judgment, in applying them to work and complex problem solving;
- 88.6 Direct the work of other library assistants and student assistants.
- 88.7 Perform original cataloguing and classification and record editing;
- 88.8 Perform collection development by recommending titles for purchase and/or deletion;
- 88.9 Plan and implement library programmes;
- 88.10 Perform on-line database searches, and search training;
- 88.11 Perform routine clerical library duties necessary for proper organization and distribution of library materials;
- 88.12 Compile statistical reports for circulation, attendance and the use of library services; and
- 88.13 Carry out any other task that may be assigned from time to time.

89 Assistant Planning Officer (Position Level 7)

- 89.1 Coordinate activities for the development of plans, programmes and policies;
- 89.2 Implement development activities;
- 89.3 Assist in coordination and conduct of mid-term review meetings and carry out follow up actions on policy recommendations;
- 89.4 Support in the review and validation progress reports on the implementation of plans and programmes;
- 89.5 Compile budget proposals and prepare annual work plan for submission to University Council/ Ministry of Finance/GHNC
- 89.6 Review and preparation of release statement
- 89.7 Support in carrying out budget discussion with Ministry of Finance
- 89.8 Carry out any other works as it may be assigned from time to time.

90 Assistant Finance Officer (Position Level 8)

- 90.1 Exercise accounting procedures and internal control systems are followed at all times
- 90.2 Assist in the review and validation of transactions related to allowances, arrear claims and other payables to minimise error;
- 90.3 Assist in facilitating auditing through production of all records and evidences;
- 90.4 Assist in preparation of financial progress reports, financial statement and other related reports for submission to Faculty/OOP Finance Committee and to the OOP for consolidation of financial statements at the University level;
- 90.5 Support the preparation of budget proposals for OOP/Faculty.
- 90.6 Participate in budget discussions;
- 90.7 Process release requests
- 90.8 Participate in the review and recommend budget adjustments such as supplementary appropriations, transfers, and re-appropriations, transfers and withdrawals
- 90.9 Assist in the review of budget status and prepare Revised Estimates on a quarterly basis for OOP/Faculty;
- 90.10 Assist in the facilitation of the preparation of mid-year budget reviews for OOP/Faculty;
- 90.11 Review expenditure patterns as per the approved budget to facilitate better implementation and proper expenditure reporting;
- 90.12 Coordinate management of vehicles and its movements in the case of Faculty; and
- 90.13 Perform any task that may be assigned from time to time.
- 90.14 Coordinate management of vehicles and its movements in the case of Faculty; and
- 90.15 Perform any task that may be assigned from time to time.

91 Assistant ICT Officer (Position Level 8)

- 91.1 Maintain detailed documentation of all work performed, sufficient to allow independent generation of the same process and the results.
- 91.2 Assist in setting and coordinating priorities for allocation of budget for ICT based on the requirements of the organisation;
- 91.3 Assist in identifying and arranging appropriate skills for ICT personnel in the organisation;
- 91.4 Assist in establishing long and short-term goals and sets priorities in the area of information technology;
- 91.5 Participate in negotiations for software purchases with vendors; oversees the maintenance of licenses resulting from such purchases;

- 91.6 Maintain detailed documentation of all work performed, sufficient to allow independent generation of the same process and the results;
- 91.7 Assist in the writing of research papers, briefs and reports, discussion materials; and
- 91.8 Carry out any other task that may be assigned from time to time.

92 Assistant Research Officer - Research and Development (Position Level 8)

- 92.1 Assist in the implementation of research policies and processes;
- 92.2 Draft proposals/progress reports/promotional materials related to research and development;
- 92.3 Support the MECRIT and the division in the drafting the institute's annual plan and the annual report;
- 92.4 Assist in organising research conference, seminars and workshops in terms of confirming participants, printing documents, writing minutes and making logistical arrangements;
- 92.5 Provide logistical and clerical support in the meetings including Research and Innovation Committee for the division and MECRIT;
- 92.6 Compile and document information related to research activities, research grant and publications;
- 92.7 Assist in disseminating information arising from research and scholarly activities of MECRIT through knowledge dissemination events and publications;
- 92.8 Assist in organising capacity development programmes for researches such as research trainings, early career researcher support and mentoring, internships, and research attachments; and
- 92.9 Carry out any other works as it may be assigned from time to time.

93 Assistant Research Officer - Research and Development (Position Level 8) in Faculty

- 93.1 Assist in coordination of meetings and consultative workshops to review and formulate research policies at the Faculty level;
- 93.2 Assist in coordinating activities related to research, dissemination and documentation in the Faculty;
- 93.3 Assist in management and administration of higher degree research as required by the Research Degree Framework;
- 93.4 Assist in implementing activities that foster collaborative research and services with relevant external partners;
- 93.5 Assist in the financing of specific research projects as per the directives and policies;
- 93.6 Assist in activities that leads to development of research capacity in the Faculty;

- 93.7 Assist in organising national and international conferences/seminars;
- 93.8 Assist in preparing report to the CAC, CRC for onward submission to the RIC on all matters related to research in the Faculty, including the programmes and activities of the research centres; and
- 93.9 Carry out any task as may be assigned from time to time.

94 Assistant Program Officer – Quality Assurance

95 Assistant Program Officer - Examination (Position Level 8)

- 95.1 Assists in organising of meetings and consultations related to formulation of strategies and systems on admission and student records systems in the Faculty;
- 95.2 Assist in implementing systems by way of maintaining up-to-date details of admission and selection criteria of students and to work out detailed numbers of annual student intake;
- 95.3 Assist in the conduct of student admission and registration under the guidance of the Dean of Academic Affairs and Office of the Registrar;
- 95.4 Assist in preparing award list for the academics to award marks for students;
- 95.5 Assist in examination related works like examination schedule, sitting arrangement & conduct of exams etc under the guidance of the Dean of Academic Affairs;
- 95.6 Receive results from the Programme Board of Examiners and prepare academic transcripts;
- 95.7 Ensure safe keeping of student records including transcripts;
- 95.8 Maintain and update annual student statistics;
- 95.9 Maintain student records and issue documents; and
- 95.10 Carry out any other tasks as may be assigned from time to time.

96 Assistant Program Officer - Student Service and Record Unit (Position Level 8)

- 96.1 Understand various policies, procedures and processes related to student services and assist in implementing the policies;
- 96.2 Assist in maintaining records of services rendered to students for any kind of support and services both during and after graduation of students;
- 96.3 Maintain up-to-date information on students for any kind of studies by programme area, level of programme, gender, nationality etc.;
- 96.4 Assist in carrying out student selection and registration in an effective, efficient and in accordance with the policy;

- 96.5 Assist in organising committee meetings related to students services and draft minutes and communicate follow-ups with the relevant members;
- 96.6 Liaise with the Faculty and update student selection criteria;
- 96.7 Assist in conducting student selection and admission required to be done centrally; and
- 96.8 Carry out any other duties as may be assigned by the Registrar from time to time.

97 Assistant Program Officer - Curriculum (Position Level 8)

- 97.1 Assist in reviewing and revising curriculum in respective Course or Module on need basis.
- 97.2 Assist in developing syllabus, course books, manuals and program implementation materials / guidebook in respective subjects and programs by involving relevant Faculty and personnel.
- 97.3 Assist in reviewing and recommending for the relevant educational materials such as, textbooks, library and reference books to support the effective implementation of curriculum.
- 97.4 Conduct and resource in-service programs for Faculty on curriculum changes, related programs and teaching methodology on need basis.
- 97.5 Initiate and carryout educational studies and researches on the curriculum implementation and new ideas.
- 97.6 Disseminate new curriculum development and programs information to all stakeholders through various educational forum and publications.

98 Assistant Program Officer - Foreign Relations (Position Level 8)

- 98.1 Assist in organising all necessary activities for the management of external relations and communications of the University;
- 98.2 Assist with all logistical support to liaise with concerned Faculty and academic institutions abroad for implementation of study aboard programmes;
- 98.3 Assist in providing logistical support to international students in terms of organising international orientation programme on KGUMSB campuses, and recruitment and admission of international students;
- 98.4 Carry out all administrative works to facilitate employee visits such as processing for visa, passport; travel etc.; and
- 98.5 Carry out any other task as may be assigned from time to time.

99 Assistant Program Officer – MECRIT, Constituent Faculty, BHJ (Position Level 8)

- 99.1 Assist in preparation and implementation annual work plan under the guidance of CPO and DCPO.
- 99.2 Prepare reports on the program
- 99.3 Assist in monitoring and supervising the program activities.
- 99.4 Conduct research programs
- 99.5 Any other job assigned by the Supervisors.

100 Assistant Liaison Officer (Position Level 8) based in Faculty

- 100.1 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 Faculty;
- 100.2 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 OOP;
- 100.3 Provide protocol services for international visitors;
- 100.4 Assist in initiating and supporting employee and student exchange programmes;
- 100.5 Facilitate student attachment or internship programmes to the industries;
- 100.6 Act as the media focal unit on behalf of the Faculty. It involves assisting in drafting of press releases, updating information on the Faculty website, publishing of Faculty brochures, prospectus, newsletters and annual reports;
- 100.7 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 Faculty;
- 100.8 Assist in organising training and consultancy services provided by the Faculty by proving all necessary clerical support services; and
- 100.9 Carry out any task as may be assigned from time to time.

Supervisory and Support (Position Level 13 – 5)

101 Accounts Assistant (Position Level 12 – 5)

- 101.1 Process for settlement of all employee related claims and all other types of expenditures of the Faculty/OOP in line with the broad financial guidelines with due diligence and care;
- 101.2 Process payment of contractors and suppliers claims and check for the compliance of the claims in respect to the following documents viz. the NIQ, the contract agreements, Work Orders/purchase orders, Estimates, Bills of Quantities, entries in the measurement books, Material at Site Account Register, work deviation approval, expenditure sanctions, stock entries, budget availability, Hindrance Registers, work completion certificates handing/ taking over notes, verification/approval by the competent authority and for arithmetical accuracy;
- 101.3 Restrict ineligible and inadmissible claims and enforce the financial discipline rigorously;
- 101.4 Ensure that all the statutory deductions and other recoveries are affected and remitted to the concerned agencies/beneficiaries within the time frame required by the financial statute;
- 101.5 Ensure that all the claims are settled within the stipulated time frame;
- 101.6 Maintain the books of accounts, i.e., ledger, sub-ledger, cash book and all other records as required by the financial statute and update daily with no error;
- 101.7 Prepare cheque, draft and ensure proper receipt by the appropriate payee and on time;
- 101.8 Close the cash book on a daily basis and reconcile the accounts to ascertain the fund balance;
- 101.9 Maintain the paid vouchers, financial documents and data for future reference and auditing purpose;
- 101.10 Perform all bank related duties;
- 101.11 Prepare and generate monthly accounts; and
- 101.12 Perform any other works that may be assigned by the superiors.

102 ICT Technical Associate (Position Level 10-5)

- 102.1 Maintain detailed documentation of all work performed, sufficient to allow independent generation of the same process and the results.
- 102.2 Maintains a record of all hardware/software procured and security issues faced by the organization.
- 102.3 Assist in the development and implementation of network security architectures and technologies.

- 102.4 Perform installation of operating system security software and hardware
- 102.5 Perform routine troubleshooting and maintenance of the network security and report on network traffic performance and usage.
- 102.6 Assist in collecting information to analyze and evaluate existing or proposed systems.
- 102.7 Assist in preparing specifications for the software and hardware to follow.
- 102.8 Performs other duties of a similar nature or level.

103 Library Assistant (Position Level 13 – 5)

- 103.1 Draft, type and dispatch correspondence as per the directives of the supervisor;
- 103.2 Provide information to the library user on library policies and procedures;
- 103.3 Carry out routine library clerical duties (e.g. serial ordering and record maintenance, cataloguing from bibliographic copy; routine circulation, reserve and overdue functions);
- 103.4 Schedule the work of and train student assistants and clerical employee;
- 103.5 Perform routine searches and update computer records;
- 103.6 Issue borrowers' cards according to library procedures;
- 103.7 Call patrons to deliver messages or information on library materials; and
- 103.8 Carry out any other duties that may be assigned from time to time.

104 Electrician (Position Level 12 – 5)

- 104.1 Operation, maintenance & commissioning of electrical equipment/machines;
- 104.2 Assist the Junior Engineer on preparation of estimate & costing;
- 104.3 Maintain high, medium, low voltage transmission lines and distribution systems;
- 104.4 Install, commission, repair and operate & maintain renewable energy equipment/products/devices and communication equipment/products/devices;
- 104.5 Carry out site survey/feasibility study on renewable energy, electrical and communication technologies; and
- 104.6 Supervise the installation/construction site.

105 Laboratory Technician (Position Level 13 – 5)

- 105.1 Assist the instructors in preparation of estimate & costing for laboratory repair and development;

- 105.2 Carry out repair, upgradation, rehabilitation and maintenance of laboratory equipment and facilities etc;
- 105.3 Assist the instructors to help practical classes as they become senior;
- 105.4 Maintain accurate records of laboratory equipment and facilities;
- 105.5 Take care of laboratory equipment and facilities; and
- 105.6 Carry out any other task that may be assigned by the supervisor from time to time.

106 Personal Assistant (Position Level 13 – 5)

- 106.1 Draft, type and dispatch correspondences as per the directives of the officer;
- 106.2 Take notes and draft letters and statements;
- 106.3 Attend to the telephone/pass the line to the officer as and when required;
- 106.4 Arrange appointments/meetings and maintain timing for the officer;
- 106.5 Maintain records/files on matters directly dealt by the officer;
- 106.6 Receive and manage visitors of the officer concerned;
- 106.7 Manage events which are related directly to or hosted by the concerned officer; and
- 106.8 Carry out any other tasks that may be assigned from time to time.

107 Administrative Assistant (Position Level 13 – 5)

- 107.1 Draft, type and dispatch correspondences as per the directives of the officer;
- 107.2 Assist the officers in administrative duties e.g. photocopying, binding, compilation of materials;
- 107.3 Arrange meetings as required;
- 107.4 Maintain office records and files;
- 107.5 Liaise with various people in relation to official work; and
- 107.6 Carry out any other tasks that may be assigned by the officer from time to time.

108 Store Keeper (Position Level 13 – 5)

- 108.1 Receive supplies of materials, store properly and issue to the users;
- 108.2 Maintain accurate records of the materials and carry out annual stock inventory;

- 108.3 Ensure minimum damage to the materials;
- 108.4 Plan distribution & stock rotation;
- 108.5 Coordinate with procurement section and user agencies; and
- 108.6 Carry out any other task that may be assigned from time to time.

109 Communication Technician (Position Level 13 – 5)

- 109.1 Facilitate students learning in the particular field of specialisation;
- 109.2 Manage events and activities related to the field of specialisation;
- 109.3 Liaise and coordinate with relevant stakeholders to support student participation to Dzongkhag, national, regional and international level events;
- 109.4 Ensure the upkeep and proper maintenance of facilities and equipment concerning the area of work;
- 109.5 Maintain records of all facilities and equipment procured and a document related to the area of work; and
- 109.6 Perform other duties of a similar nature or level.

110 Mess In-charge (Position Level 13 – 5)

- 110.1 Maintain student mess facilities;
- 110.2 Ensure safe keeping of food items and utensils in order to maintain a high degree of hygiene;
- 110.3 Manage cooks and other employee in support of the mess;
- 110.4 Keep stock of purchases timely for auditing by students, management and external auditors;
- 110.5 Identify and ensure safety measures in the kitchen for the cooks;
- 110.6 Identify and implement initiatives that leads to cost reduction to provide better quality of food to the students; and
- 110.7 Carry out any other duties as may be assigned from time to time.

Operational Level Employee (Position Level 17 – 11)

111 Driver (Position Level 17 – 11)

- 111.1 Drive/operate the vehicle in a manner that is safe, reliable and efficient;
- 111.2 Transport either passengers or goods safely to their destination;
- 111.3 Observe and comply with all road safety regulations, health and safety regulations, RSTA Acts and RGoB rules and regulations;
- 111.4 Supervise other drivers if necessary;
- 111.5 Carry out minor repairs and maintenance of the vehicle on a routine basis;
- 111.6 Report to the immediate supervisor of any vehicle faults and necessary repairs;
- 111.7 Maintain logbook, movement orders, etc. on a daily basis and renew all necessary documents on time. For example, blue books;
- 111.8 Keep the vehicle clean and tidy at all times; and
- 111.9 Carry out any tasks assigned.

112 Telephone Operator/Receptionist/ Dispatcher (Position Level 17 – 11)

Telephone operation

- 112.1 Attend to incoming telephone calls and direct these calls to the appropriate person with due courtesy and manner;
- 112.2 Assist in making outgoing calls when requested by other employee within the organisation;
- 112.3 Provide information when requested by a outside caller;
- 112.4 Monitor the use of telephone for official or private purposes;
- 112.5 Respond to any defect of the operating system and ensure timely rectifications;
- 112.6 Facilitate telephone connections to all employee within an organisation;
- 112.7 Maintain call register and record basic for facilitating verification of calls for payment purpose;
- 112.8 Update extension numbers of the employee and maintain telephone numbers of those employee and organisation, who are reasonably important by virtue of their position and functions;

Dispatching

- 112.9 Ensure timely and correct recording and dispatching of outgoing mails, receive all incoming mails and submit to the addressee promptly;

- 112.10 Prioritise mails requiring urgent attention and ensure to deliver within the available time;
- 112.11 Take adequate preventive measures in mailing cheques, drafts and important papers;
- 112.12 Ensure proper usage of fax and photocopiers and record the details of fax messages sent in a separate register;
- 112.13 Maintain systemic filling of outgoing mails for future reference;
- 112.14 Maintain exhaustive mailing address and update from time to time;
- 112.15 Maintain a system of tracing the movement of correspondences received;

Reception

- 112.16 Record the name and address of the visitors, contact person, entry and exit timing. Make appointment with the employee working in the University;
- 112.17 Provide direction to the visitors in locating the offices and officers of the University's employee;
- 112.18 Assist in delivery of cheques and other payments for supplies and other services availed by the University;
- 112.19 Prevent vandalism and theft in the offices in collaboration with the caretaker, during office hours; and
- 112.20 Carry out other works as and when instructed.

Note:

- *Representative Work Activities for Administrative & Technical Employee are not restricted to a particular position. The Faculty will have the liberty to assign representative work activities of different positions to a particular employee depending on the intensity of the work load and will remain open for review from time to time.*
- *The positions reflected in this chapter are to be considered as provision for future with recruitments to be done as and when necessary, following the recruitment procedures given in Chapter 5.*
- *Representative Work Activities for Plumber, Mason, and Carpenter are not included in this document. It can be drawn and included in the future and when Faculty propose. However, in place of plumber, Faculty may currently recruit 'Fitters' in GSS category.*
- *Faculty/OOP shall draw specific job description during the time of recruitment in addition to the Representative Work Activities.*

Part III

Knowledge, Skills and Abilities

In addition to the requirements specified in Position Directory as well as those on recruitment chapters, the following knowledge, skills and abilities will be required for different positions:

Position/Position Category	Knowledge, Skills and Abilities
President	<p>Sound intellectual and personal qualities, which are able to motivate the University in its mission to advance and disseminate knowledge and learning for the economic and cultural development of Bhutan and to promote the cultural enrichment, personal development and well-being of its people.</p> <p>Ability to command respect of academics, students, the government officials, presidents, international universities and the scholars.</p> <p>High level of leadership, motivation and organisational skills required to undertake the demanding tasks of establishing the University.</p> <p>Highly resourceful, independent, but also a natural collaborator.</p> <p>Ability to directly manage teams and employee of the University.</p> <p>Ability to articulate the aspirations of our beloved King, the Royal Government and the people of Bhutan regarding higher education into concrete actions.</p> <p>Ability to be highly decisive and ready to bring about any change in the interest of the University.</p>
Registrar	<p>Knowledge of higher education administration including various higher education policy environment and framework, mainly in the area of student services.</p> <p>Strong interpersonal and communication skills and the ability to work effectively with a wide range of constituencies in a diverse community.</p> <p>Ability to use independent judgment and to manage and impart information to a range of users and media sources.</p> <p>Knowledge of customer service standards and procedures.</p> <p>Skill in examining and re-engineering operations and procedures, formulating policy, and developing and implementing new strategies and procedures.</p> <p>Well versed in employee development and management areas.</p> <p>Ability to foster a cooperative work environment.</p>
Deans	<p>Ability to formulate, develop, deliver and direct training & development programs at the top level in the areas of management/administration/technical/scientific and other related areas</p> <p>Sound administrative, managerial and leadership skills</p> <p>Knowledge of higher education policies and framework</p>
Director, Academic Affairs	<p>Sound knowledge of quality assurance, programme development and academic support provisions in tertiary education.</p> <p>Ability to manage and cope with a wide range of management situations</p> <p>A leader and manager who has the capacity to develop effective academic strategy.</p> <p>The ability to establish effective working relationships at all levels across the University and with outside agencies.</p> <p>A vision of future development of the Tertiary Education and the ability to make and take opportunities.</p>
Director, Research	<p>A research record, which will command the respect of the academic community and that includes a relevant publication and citation record.</p> <p>Experience of gaining research funding and of project managing research project teams.</p> <p>Ability to persuade, encourage, guide and lead, but also to exercise formal authority.</p> <p>Strategic thinking at a University level.</p> <p>Analytical and problem solving ability, ability to develop systems, procedures.</p> <p>An understanding of business and management processes, and an appreciation of the University as business enterprise with assets, products, and customers.</p> <p>Leadership capacity.</p> <p>Communication skills, both for persuasion and for speaking on behalf of the University</p>

	<p>on public occasions.</p> <p>Strong interpersonal and communication skills and the ability to work effectively with a wide range of constituencies in a diverse community.</p>
Director, Planning and HR and International Relations	<p>Substantial practical experience of financial management, estate development, procurement and Human Resource Development planning activities in large and complex organisations.</p> <p>Qualities and experience of developing new systems of management and control appropriate to a geographically distributed, modern, ICT based and efficient organisation.</p> <p>Knowledge of higher education administration including various higher education policy environment and framework.</p> <p>Strong interpersonal and communication skills and the ability to work effectively with a wide range of constituencies in a diverse community.</p> <p>Leadership skills.</p>
Professorial	<p>Ability to provide high level of academic leadership and motivate scholarship and excellence among colleagues and students.</p> <p>Ability to listen and being open to multiple views, perspectives, and feedback.</p> <p>Long standing engagement in continuous learning and development, and committed to continuous improvement by way of recognizing to change personal, interpersonal and managerial behavior.</p> <p>Ability to upgrade the knowledge, skills and competencies of employee in the organization.</p> <p>Ability to master in a particular field of specialisation and influence positive changes in the community including international communities.</p> <p>Highly skilled in research, analysis and dissemination of knowledge in view of providing high class teaching, impacting policy changes and broadening knowledge base.</p> <p>Ability to establish linkages with wide range of communities including scholars and researchers from both within and outside the country.</p>
Lecturers	<p>Ability to demonstrate high level of commitment to teaching.</p> <p>Ability to listen and being open to multiple views, perspectives, and feedback.</p> <p>Engagement in continuous learning and development, and committed to continuous improvement by way of recognizing to change personal, interpersonal and managerial behavior.</p> <p>Sound skills in research, analysis and dissemination of knowledge mainly by way of publication.</p> <p>Ability to master in a particular field of specialisation and provide excellent learning outcomes among the students.</p>
Instructors	<p>Ability to demonstrate high level of commitment to teaching.</p> <p>Ability to listen and being open to multiple views, perspectives, and feedback.</p> <p>Engagement in continuous learning and development, and committed to continuous improvement by way of recognising to change personal, interpersonal and managerial behavior.</p> <p>Sound skills in innovation, analysis and dissemination of knowledge mainly by way of publication.</p> <p>Ability to master in a particular field of specialisation particularly skills based and influence positive changes in student learning outcomes.</p>
Chief	<p>High level of technical knowledge in the area of responsibilities with ability to contribute to formulation of policies, strategies and strategic goals.</p> <p>Leadership quality to garner support of different functional units and Faculty.</p> <p>Excellent inter-personal skills to garner full support from relevant officials both within and outside the University to deliver the outcomes in the area of responsibilities.</p> <p>Ability to set strategic direction and make prompt decisions to ensure efficient and effective service delivery.</p> <p>Sound knowledge of higher education systems and management, and able to contextualise the technical knowledge that befits tertiary education system.</p>
Professional	<p>Conversant in the area of responsibilities both in terms of technical knowhow and</p>

	<p>changing environment.</p> <p>Good communications skills both in terms of written and speaking.</p> <p>Sound analytical skills with knowledge in planning, management and execution of projects and activities.</p> <p>Ability to keep up-to-date information in the area of responsibilities and provide timely information for informed decision-making.</p> <p>Ability to work in teams and ready to work beyond working hours.</p>
Support and Supervisory	<p>Skilled in carrying out routine works efficiently and effectively and are able to use appropriate tools including ICT.</p> <p>Good communication skills in written as well as spoken at least in Dzongkha and English.</p> <p>Knowledge of rules and regulations pertaining to the area of work.</p> <p>Ability to organise information and maintain up-to-date information for administrative and management purposes.</p> <p>Ability to be courteous and able to handle matters in short notice.</p>
Operational	<p>Should be courteous and able to handle matters in short notice.</p> <p>Good communication skills in written and spoken language.</p> <p>Ability to work diligently with eye on details.</p> <p>Being punctual and able to remain at the workplace as per the requirement of the position.</p>