**ROYAL INSTITUTE OF MANAGEMENT**

**SIMTOKHA**

**TERMS OF REFERENCE (ToR)**

Position Title: -Professors/Lecturers

Position Level: -P4-ES1

Qualifications: - Masters/Ph Degree with Work Experience in the related field

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| --- | --- | --- | --- | --- | --- |
| **Sl #** | **Position Title** | **Position level** | **Area of Specialization** | **Total no of vacancy** | **Department** |
| 1. | Professors/ Lecturers | P4-ES1 | Economics | 1 | Department of Finance & Business |
| 2. | Finance | 1 |
| 3 | Accounts | 1 |
| 4 | HRM, Managing Change, HBO, Leadership | 1 | Department of Management Development |
| 5 | Public Administration, Public Management, Public Policy | 1 |
| 6 | Communication | 1 | Department of Research & Consultancy |
| 7 | Operation Management, Research | 1 |

**The Main duties and responsibilities as teaching Profession**

***Teaching and Training***

• Teach at Master’s Degree and Post Graduate Diploma Levels

• Review, develop and benchmark academic curricula of the various courses/programs.

• Censor academic requirements of programs/courses and recommend appropriate course of actions.

• Direct academic meetings, seminars, workshops and conferences at national, regional and international level.

• Review academic standards and curricula, develop and critique teaching/training materials including case studies, write standard text books, articles, reference materials, and upgrade/benchmark them with acceptable standards.

• Serve as key resource person in one’s subject area/discipline.

• Mentor faculty on academic development.

***Research & Consultancy***

• Carry out advanced level research and publication works of acceptable standards at the international level (as evidenced through number of publications in international journal of repute).

• Counseling and supervising research works/thesis of Master Degree and PGDPA.

• Participate in/chair Research Councils/Boards/projects and facilitate standards for research works.

• Disseminate research findings through paper presentations, seminars, conferences and other avenues.

• Advisory/Consultancy Services:

• Undertake advanced level advisory/consultancy programs works of acceptable standard at the international level.

• Facilitate high level policy options and provide advisory services on policies and issues of importance at the national, regional and international level.

• Discuss and understand the nature of client’s service requirements at the time of designing/delivery of customized programs

• Mentor junior faculties on research

• Carrying out research works acceptable at the international level demands advanced research knowledge, analytical ability and at the same time efforts to establish concepts and new theories. While carrying out such works, he/she generates new research approaches, tests hypothesis and disseminates findings through publications in journals of repute.

***Management and Administration:***

• Manage Department as the Head (as and when required).

• Serve in Advisory/Technical Boards of relevant committees.

• Represent the Institute in academic meetings, seminars and workshops.

• Provide expertise in the formulation of development plans/programs of the Department/ Institute.

• Carrying out any other responsibilities

**Personal Attributes**:

Be honest and trustworthy

Demonstrate sound work ethics

**Remuneration**:

As per the Government Regulations