

ROYAL INSTITUTE OF MANAGEMENT





MANAGEMENT FOR (Incorporated under the Royal Charter of the Royal Institute of Management, 1990)

Terms of Reference (ToR)

Position Title:

Associate Lecturer/Lecturer/ Sr. Lecturer

Position Level:

P3-P1

Qualification:

Master

Sl. No	Position Title	Position Level	Area of Specialization	Total no. of Vacancy	Department
1	Associate Lecturer/Lecturer/ Sr. Lecturer	P3-P1	Information and Communication Technology	1	Department of Information and Communication Technology
2			Human Resource Management	1	Department of Management Development

The main duties and responsibilities of the teaching profession

Teaching and Training:

- > Teach at Master's Degree and Post Graduate Diploma Levels in one's subject area/ discipline.
- > Review, develop, and benchmark academic curricula of the various courses/programs.
- Censor academic requirements of programs/courses and recommend appropriate course of action.
- > Direct academic meetings, seminars, workshops, and conferences at national, regional, and international levels.
- > Review academic standards and curricula, develop and critique teaching/training materials including case studies, write standard textbooks, articles, and reference materials, and upgrade/benchmark them with acceptable standards.
- > Serve as a key resource person in one's subject area/discipline.
- Mentor faculty on academic development.

Research and Consultancy:

- > Carry out advanced-level research and publication works of acceptable standards at the international level (as evidenced through the number of publications in international journals of
- > Counseling and supervising research works/thesis of Master Degree and PG equivalent courses.
- > Participate in/chair Research Councils/Boards/projects and facilitate standards for research works.
- > Disseminate research findings through paper presentations, seminars, conferences, and other avenues.



Website: www.rim.edu.bt



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MANAGEMENT FOR (Incorporated under the Royal Charter of the Royal Institute of Management, 1990) GROWTH AND DEVELOPMENT

- 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 levels.
- > Discuss and understand the nature of the client's service requirements at the time of designing/delivering 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 hypotheses, and disseminates findings through publications in journals of repute.

Management and Administration:

- > Manage the 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.
- > Carry out any other responsibilities.

Personal Attributes:

Be honest and trustworthy Demonstrate sound work ethics

Remuneration:

As per the Government Regulations

Officiating Director RIM

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