

**ROYAL GOVERNMENT OF BHUTAN
ROYAL CIVIL SERVICE COMMISSION
JOB DESCRIPTION FORM**

1. JOB IDENTIFICATION:

- 1.1 Position Title: Instructor**
- 1.2 Position level P4**
- 1.3 Major Group: Education & Training Services Group**
- 1.4 Sub-Group: Training/Tertiary Teaching Services**
- 1.5 Job Code No: 04.330.13**
- 1.6 Job Location (*Complete as appropriate*): Vocational Training Institute**

Ministry: ; Department: Division: _____;

Section: _____; Unit: _____.

- 1.7 Title of First Level Supervisor (*Official title of the Supervisor*): Head of the Department/Section**
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2. PURPOSE, DUTIES & RESPONSIBILITIES (*Describe the main duties and responsibilities, indicating what is done and how it is done. Duties should be presented in decreasing order of percentage of time spent on them, or in order of relative importance*):

Purpose: Undertake vocational education training, at least, till undergraduate diploma or the equivalent level, carry out research related to vocational education, and undertake administrative/managerial responsibilities.

DUTIES AND RESPONSIBILITIES		% of time
I.	<p>Training and developmental works</p> <ul style="list-style-type: none"> • Undertake vocational training, at least, till the undergraduate diploma level or the equivalent). • Design, develop and evaluate curriculum and training materials. • Carry out needs assessment of training courses. • Conduct tutorials to the trainees. • Supervise examinations, projects and assignments • Monitor and assess performance of the junior instructors 	60
II.	<p>Research:</p> <ul style="list-style-type: none"> • Carry out research works related to development/improvement/ of vocational courses • Guide junior instructors on research works 	15
III.	<p>Administration:</p> <ul style="list-style-type: none"> • Assist the head of institute/department/section in carrying out administrative duties. • Carry out administrative works of the department/section (if assigned). • Coordinate the conduct of the vocational training courses and extra-curricular activities of the Institute. • Participate in different committees, meetings, seminars and workshops. 	10
IV.	Carry out any other responsibilities	

3. **KNOWLEDGE AND SKILLS REQUIREMENTS** *(Minimum requirement for performance of work described (Level of Education, Knowledge, Skills and Ability):*

Education:

Bachelor's degree in relevant professional/technical field

Training:

- Training of Trainers (ToT)

Length and type of practical experience:

- Fresh entry for technical graduates
- Minimum of 4 yrs experience as Asst. Instructor or equivalent experience

Knowledge of language(s) and other specialized requirements:

Good knowledge of Dzongkha and English. Sound subject knowledge, ability to train/instruct and research skills.

4. **COMPLEXITY OF WORKS** (*The nature, number and intricacy of tasks, steps, processes or methods involved in work; difficulty and originality in work*):

The job of a senior instructor demands sound subject knowledge – both the theoretical and practical. The practical training/demonstration demands sound dexterity, psychomotor and mechanical skills in all the technical training areas.

He/she must also possess curriculum development skills and ability to impart the knowledge and skills through demonstration and lectures.

Mentoring trainees/students and junior faculty requires counseling and behavioral skills besides the subject knowledge.

The research works mainly focuses on designing instructional materials for the diploma courses by carrying out appropriate studies.

Senior Instructor usually heads the department/section of the institute and coordinate/manage training programs. He/she also will be required to shoulder administrative responsibilities including that of managing residential programs/activities and extra-curricular activities of the institute. Such responsibilities require him/her coordinating ability, problem solving and decision making within the given rules and regulations of the institute.

5. **SCOPE & EFFECT OF WORK** (*Describe the purpose, breath of work performance, and the effect the work has on the work of others or the functions of the organization*):

Nature and Scope of Work

The nature and scope of work for the senior instructor involves undertaking vocational education training till undergraduate diploma or the equivalent level, carrying out basic research related to vocational education, and undertaking administrative/managerial responsibilities.

The Effects of Work

The work carried out by a Senior Instructor directly affects the quality of vocational training/educational programs which further affect the skills and productivity of the trainees/students.

Instructors are looked upon as role models in the society and therefore his/her work and behavior affects the attitudes, behavior and personality of the trainees/students.

Finally, the work of the Senior Assistant Instructor affects the work of junior instructors/senior academic staff/management of the institute since they all depend on his/her inputs.

6. **INSTRUCTIONS AND GUIDELINES AVAILABLE**

Instructions (Describe controls over the work by the supervisor; how work is assigned, reviewed and evaluated):

Senior Instructor has to plan his/her work plan within the guidelines issued by the Head of the Institute/Department/Section and in line with the calendar of activities of the institute.

The work will be reviewed and evaluated by the head of department/section/senior faculty, peers, and students/trainees based on the given performance standards of the institute.

Guidelines (*Indicate which written or unwritten guidelines are available, and the extent to which the employees may interpret, adapt or devise new guidelines*):

Written guidelines available include:

- Institute Rules and Regulations and Policy Manuals.
- Guidelines issued by the Head of the Institute/Department/Section/Senior Faculty.
- Calendar of Activities of the Institute.
- Curriculum guidelines issued by Board/Committees.
- Other relevant rules and regulations of the Institute.

Within the broad guidelines, a Senior Instructor will be allowed to plan, design and adjust programs, methodologies and schedules. He/she can also recommend better methods, process and approaches to the superiors for further study and review.

7. **WORK RELATIONSHIPS** (*Indicate the frequency, nature and purpose of contacts with others within and outside the assigned organization other than contacts with supervisors*)

The work will require frequent contact both within and outside the organization. The nature and purpose of contact are as follows:

- The trainees/students during teaching/training sessions and for guidance and counseling.
- Junior faculty for mentoring and guidance.
- Peers for discussion/coordination of training programs and other administrative matters.
 - Clients/stakeholders to discuss and understand the nature of their service requirements in the areas of vocational training/education.
 - Professional institutions/academic associations to collaborate, share information and knowledge.

8. **SUPERVISION OVER OTHERS** (*Describe responsibility for supervision of other employees, including the nature of supervisory responsibilities and classification and number of subordinates*):

- Supervises the work of instructors, Associate Instructors and Assistant Instructors.

- Supervises the work of administrative, program, and technical staff, at the time of executing/coordinating/heading programs/departments/sections (5-10 subordinates on average);
- Supervises the work (academic/extracurricular) of trainees (more than 30-45 trainees per day on average).

9. **JOB ENVIRONMENT** (Describe physical exertion required, such as walking, standing, lifting heavy objects, etc., and/or any risks or discomforts such as exposure to chemicals, climbing to heights, extreme weather conditions, or other severe discomforts):

Job requires long hours of talking, standing, movement and exposure to chemicals, radiations (mostly during practical demonstration) and dusts. Needs to lift moderately heavy items (like teaching/training aids, machines, etc) during the work.

Field travel will be necessary at the time of supervising trainees during On-the-Job (OJT) and while conducting training at the regional or community level or while collecting data for research works.