

## Terms of Reference

Position	Associate Lecturer/Assistant Lecturer
Grade:	P3/P4
Place of Employment:	FITI, Changeney, Thimphu
Employment Type:	Regular

### Term of Reference

Position	Slot	Qualification & Professional Experience	Minimum Work Experience	Salary
Associate Lecturer	1	- Minimum of bachelor's degree preferably with subject knowledge in Business/ Economics/ Finance/ Accounts  - Master's degree in relevant field will be given preference.	5 years in teaching or Financial Sectors	33,570-839-45,655
Assistant Lecturer			3 years in teaching or Financial Sectors	29,670-742-41,923

**Note:**

- An employee shall be recruited on probation for a duration of six months.
- Other benefits & allowance shall be as per FITI Service Rules, 2015.

**1. Major Responsibilities**

- 1.1 Plan and teach all related modules;
- 1.2 Design and develop course curriculum, course handouts, lectures and presentations;
- 1.3 Research and implement best industry practices;
- 1.4 Contribute to institutional capacity building through innovation and research of curriculum, academic inputs and international/regional exchange programs; and
- 1.5 Coordinate and carry out consultancy to generate income.

## **2. General Roles and Responsibilities**

### **2.1 Teaching/Training**

- 2.1.1 Conduct training/teaching and professional development programs in hard and soft skills that would support the need of central bank and financial institutions in the area of banking, finance, insurance, pension and other relevant financial services modules;
- 2.1.2 Facilitate trainee learning, provide effective instruction, and perform evaluations of trainee learning for all assigned/ ad hoc classes/ sessions;
- 2.1.3 Participate in program level learning assessment including helping articulate learning outcomes, choosing and administering measures, evaluating trainee performance, and suggesting changes to improve trainee learning;
- 2.1.4 Develop and deploy teaching-learning materials in area of own expertise; and
- 2.1.5 Coordinate and conduct demand driven as well customized short-term training programs.

### **2.2. Curriculum Design & Development**

- 2.2.1. Conduct timely and periodic review of curriculum materials based on the needs;
- 2.2.2. Develop and evaluate short terms, long-terms and flagship programs to ensure facilitation and promotion of quality education and excellence in the training and learning of all modules officered at the institute;
- 2.2.3. Provide professional advice and expertise to the pool of resource persons/ trainers in the assessment of the programs, preparing lectures etc., and
- 2.2.4. Work with internal as well as external trainers/ experts by analyzing the feedback/comments and identifying the gaps of the existing products to improve/develop new programs to optimize change market opportunities.

### **2.3. Professional Development**

As a faculty, one is expected and required to:

- 2.3.1 Participate in the faculty evaluation process;
- 2.3.2 current in academic or program -discipline, including attending professional conferences, and maintaining licensure, certification, or continuing education requirements where appropriate;
- 2.3.3 Carry -out research and produce publications, or other research outputs in line with Institute's vision;
- 2.3.4. Receiving training or stay current in technological or pedagogical advances that promotes trainee learning; and
- 2.3.5. Participate in college professional development activities.

## **2.4. Other services**

- 2.4.1 Assist Training, Curriculum Design & Marketing division in preparing annual training calendar, identifying experts/ resources personnel, design and development of new training programs and planning communication materials to promote product and services;
- 2.4.2 Assist Research & Consultancy division;
- 2.4.3 In initiating research activities that would lead to development of new programs, to evaluate and update existing programs ensuring quality check thus meeting the institute standards;
- 2.4.4 In determining and defining the types of research and consultancy areas the institute could venture into overall development of financial sectors; and
- 2.4.5 In conducting periodic surveys to gauge the perception of the stakeholders that may have bearing and influence on the institute roles/ activities.
- 2.4.6 Work with other faculty and administrators in developing program curriculum, standards, and policies, including reviewing and participating in textbook selection process where appropriate;
- 2.4.7 Generate fund for the Institute through research projects, consultancies and advisory services;
- 2.4.8 Represent and promote the Institute externally - nationally and internationally e.g. managing relations with external partners and stakeholders;
- 2.4.9 Serve on standing and ad hoc committees, advisory boards, hiring committees, or as a faculty advisor;
- 2.4.10 Contribute to the operation of the Institute by participating in decision-making and governance including committees or taskforce member as appropriate;
- 2.4.11 Coordinate organization of conferences, seminars, workshops and/or working with relevant expatriates in the area of specialization;
- 2.4.12 Contribute as resource persons, coordinators or organizers for various professional development activities within the Institute as well as for those outside; and
- 2.4.13 Perform other academically related duties assigned by the Board and the Management.

### **3. Knowledge Skills and Professional Abilities**

- 3.1 Ability to demonstrate high level of Integrity, Honesty and Work Ethics;
- 3.2 Ability to demonstrate high level of commitment to teaching;
- 3.3 Ability to teach analytical skills, listen and being open to multiple views, perspectives, and feedbacks;
- 3.4 Engagement in continuous learning and development, and committed to continuous improvement by the way of recognizing to change personal, interpersonal and managerial behaviors;
- 3.5 Sound skills in research, analysis and dissemination of knowledge mainly by way of research and publication; and
- 3.6 Ability to master in a particular field of specialization and provide excellent learning outcomes among the trainees and colleague alike.

#### **Mandatory document to be submitted**

- 1. Duly filled FITI Job Application Form.
- 2. Latest updated Curriculum Vitae (CV).
- 3. Initial appointment order and certificate/proof of work experience.
- 4. Copy of academic transcripts and certificates (Class XII, Degree and higher education).
- 5. Copy of Citizenship Identity Card.
- 6. Copy of valid Security Clearance Certificate (online version).
- 7. Medical Certificate duly signed by a competent medical officer.
- 8. Audit clearance if employed.
- 9. No Objection Certificate/letter from the present employer if selected
- 10. Any other relevant documents and certificate

**Non-submission of any of the above documents or incomplete submission shall lead to rejection of application.**