



TERMS OF REFERENCE Junior Lecturer

Position Title	Junior Lecturer
Position Level	Pay Scale 7 of Conditions of Service
Position Status	Regular
Division	Outreach and Development
Reports to	Head of Outreach and Development Division

Job purpose

Responsible for devising and implementing the JSW Law's strategy for fostering excellent alumni relations that will build and strengthen relationships between the law school and its alma mater, friends, students and donors in order to maximize alumni and donor interest in, and engagement with, the law school. Although the position title is Junior Lecturer, the candidate shall be required to carry out duties and responsibilities in administrative position for the initial two years.

Duties and responsibilities

The duties are as follows:

A. Teaching:

- Assist one or more faculty members with teaching a relevant course. Design and grade writing assignments, final examinations, and other evaluation methods as necessary.

B. Administrative:

The following are the additional roles and responsibilities as a Alumni Engagement Officer:

- To be responsible, in consultation with the Head of Outreach and Institutional Development and other relevant individuals, for developing and implementing the law school's Alumni Relations and Engagement strategy;

- ii. Organize the volunteer Board to establish rules and procedures for the Alumni Association;
- iii. Grow, track and follow-up on alumni contacts and update alumni personal and professional contact information consistently in collaboration with alumni association leadership;
- iv. Develop and organize an annual schedule of events and opportunities for the Alumni Association, reflecting best practices as well as alumni interests and desires;
- v. Explore collaboration with JSW Law departments to host alumni events that advance strategic focus areas for the law school, such as clinic work and or current research and publication topics.
- vi. Develop and implement law school standards and best practices for all forms of alumni communication;
- vii. Explore and implement innovative communication outreach methods for alumni engagement;
- viii. Promote career networking opportunities, including contacts and outreach within other organizations/institutions and companies to open internships and full-time opportunities for JSW Law students and alumni;
- ix. Advance membership appreciation through member recognition, communication and events;
- x. Determine the Alumni Association's strategic direction and to provide leadership, motivation and support in order to maintain the quality of the team's output so that the law school's objectives and strategic goals are achieved;
- xi. Be responsible, in consultation with the Head of Outreach and Institutional Development, for developing the Alumni Relations budget and tailoring the Alumni Relations programme to the available resources and monitoring expenses against that budget;
- xii. Oversee liaison between the Alumni Relations team members and others in the law school to ensure that there is effective communication on matters relating to alumni events, alumni group activities, law school publications, web and email communication;
- xiii. Initiate Alumni communication and publicity, including print and online publications targeted at alumni;
- xiv. Encourage and support academic and other departments in undertaking events and communications which will promote good alumni relations;
- xv. Meet alumni and others, representing the law school at alumni related events and meetings, both in Bhutan and abroad;
- xvi. Work closely with the Heads of Departments to develop and implement their strategies for alumni;
- xvii. Undertake other duties as required by the Head of the Outreach and Development Division.

Qualifications

- i. Bachelor of Laws (LL.B.) or equivalent required. Post-Graduate Diploma in National Laws (PGDNL) or equivalent required;
- ii. The candidate should be fluent in spoken and written English and Dzongkha;
- iii. The candidate should have a passion for teaching undergraduate students;
- iv. Absolute intolerance for plagiarism in all its forms;
- v. Proficiency in Google Suite and Microsoft software (Excel, PowerPoint, and Microsoft Word);
- vi. Experience with Access is highly desired;
- vii. Ability to handle multiple priorities with accuracy and attention to detail;
- viii. Ability to foster effective interpersonal relationships in the work place with a diverse staff.

Skills

- i. High proficiency in [reading, writing, and speaking] English and Dzongkha fluently;
- ii. Outstanding interpersonal skills: with the proven ability to establish and maintain positive relationships with a wide range of people including the ability to recruit, motivate and manage volunteers;
- iii. Possess articulate and confident manner to develop good relationships with, and motivate current students and volunteers to act as ambassadors on behalf of the law school.

Attributes

- i. Organized and flexible, able to prioritize;
- ii. Highly motivated, able to work independently;
- iii. Proactive and positive approach;
- iv. Ability to deal with confidential matters and act with discretion;
- v. Ability and willingness to support colleagues;
- vi. Flexible approach to work and willingness to be flexible over working hours when required;
- vii. Capable of remaining calm and effective under pressure.

Working conditions

The candidate will be currently working at the JSW Law campus, Pangbisa, Paro. The working hours shall be as per the Conditions of the Service.

Direct reports

- None

Approved by Management Board/HRC:	11th meeting
Date approved:	07.11.2022
Reviewed:	

This job description will be reviewed annually and updated as often as necessary.