

### **Terms of Reference for Senior/International Relations Officer (IRO)**

**The Senior International Relations Officer** will be responsible for coordinating International Relations Office projects, partnerships, and exchange programmes in a leadership and implementing capacity.

A general framework for the roles and responsibilities (including but not limited to the following) of the Sr. International Relations Officer is outlined below:

#### **1. Coordination and supervision:**

- Coordinate and lead all aspects of the Erasmus+ Credit Mobility and Capacity Building projects and programmes and supervise and guide the Asst./IROs in the same area.
- Coordinate day-to-day operations of the International Relations Office related to maintaining progress on and meeting reporting requirements on behalf of the International Relations Manager and Dean, Development and External Relations Department including supervision to the relevant Asst./IROs.
- Support the implementation of and supervise the Asst./IROs in carrying out the logistics for international exchanges and mobilities for both incoming and outgoing groups which will include liaising, travel arrangements/ticketing, visas, permits, transport, currency exchanges, orientation programmes, etc., maintaining financial records related to all International programmes and visits, recognizing the need to work closely with other offices – Student Services Department (SSD), Academic Affairs Department (AAD), Administration and Finance Department (AFD), etc.
- Support the implementation of and supervise the Asst./IROs in coordinating all the logistics for RTC students' staff and faculty opportunities through the IR Office such as participation in international exchanges or IRO projects and activities within Bhutan, recognizing the need to work closely with other offices – SSD, AAD, AFD, etc.

#### **2. Other responsibilities include:**

- Ensure updated information is available on the RTC website of international affairs.
- Any other duties may be assigned.

**Reporting:** The Sr. International Relations Officer shall report to the International Relations Manager and the Dean, Development & External Relations Dept., or in their absence, the President.