

### **Terms of Reference for Programme Officer (CITL)**

In line with the vision of the College to become an institution of academic excellence and inspire students to become independent life-long learners who are well-rounded, responsible citizens, Royal Thimphu College launched the Center for Innovative Teaching and Learning (CITL, <https://www.rtc.bt/index.php/academics/citl>) on 29th July 2021. With the establishment of the CITL, the institute aims to inspire innovative teaching and learning culture on campus by engaging experienced faculty and expert professionals from around the world.

The CITL Programme Officer will:

- Support and assist in the administrative work of the CITL office in conducting CITL programmes such as seminars, training, and workshops (at least twice per month).
- Attend and observe meetings, seminars, and workshops conducted by CITL for onsite work training and learning.
- Help in research conducted in CITL (literature reviews, gathering background information, data collection, compiling data, data analysis) and conduct desk research on training programmes offered.
- Coordinate and assist on all logistics work such as email correspondence, arranging venues, and arranging training/work refreshments.
- Help initiate innovative training programmes required at RTC for teaching-learning enhancement.
- Maintain CITL central repository of records with updated documents and with the work that CITL is administering. Update the CITL regularly.

Interested applicants should have at least a Bachelor's degree with at least 3 years of working experience or M.Ed. with at least 1 year of experience, and should have sound knowledge of social science research methodology.