

Royal Thimphu College

Terms of Reference – International Relations (Asst.) Manager

The International Relations Manager or Assistant Manager (depending on qualifications and experience) developing new international partnerships for RTC including affairs pertaining to the recruitment of international students and managing/coordinating the international exchange programmes of the college. The IR Manager plays a key role in the coordination and management of RTC's current international initiatives and strategic development of the same.

A general framework for the roles and responsibilities (including but not limited to the following) of the IR Manager is outlined below:

1. Oversee current exchange programmes & partnerships:

- Serve as the focal point for managing/supervising all affairs for current RTC international programme partners (both short-term & long-term).
- Supervise and review the Asst. International Relations Officers in carrying out the logistics for international groups at RTC and exchanges, which will include liaising, travel arrangements/ticketing, visas, permits, transport, student & Program Director accommodation, currency exchanges, orientation programmes, etc.
- Supervise on internship placements, coordinating meeting with various stakeholders, organizing events & guest speakers for these groups, organizing field visits / study tours – route permits, vehicle hire, accommodation, itineraries, etc.
- Supervise/coordinate with relevant focal persons to conduct survey on all international participants at the end of their programme.

2. Develop other partnerships & ad hoc programmes:

- Identify, contact, and develop partnerships with international universities and organizations that may have an interest in forming a relationship with RTC that will result in additional avenues for growth of the college, and provide a benefit to RTC faculty or students. Initiatives can take the form of faculty-led programmes, student exchanges, short-term academic exchange programmes, Gap years, research and academic collaborations, and others.
- Develop and publish all required materials – both in hard copy and on the internet – for all international market segments and carry out outreach activities, publicity & PR, etc. in conjunction with relevant offices (Marketing, etc.).

3. Other responsibilities include:

- Ensure updated information is available on the RTC website pertaining to the international affairs.
- Support the preparation of a projected annual budget, including detailed revenue projections.
- Any other duties as may be assigned.

Reporting: The IR Manager shall report to the Dean, Development and External Relations Department.