

DEAN POSITION AT ARURA ACADEMY OF HEALTH SCIENCES

KGUMSB would like to inform that there is a position of Dean available at the Arura Academy of Health Sciences, Phuentsholing with effect from the 1st January 2022.

Any individuals who are interested to apply for the position may submit the application directly to the following address:

The Director

Arura Academy of Health Sciences

Allay, Phuentsholing

Phone: +975 17742829/ +975 77600643

Email: arura.edu@gmail.com

Application Opening Date: 3 December 2021

Application Closing Date: 20 December 2021

Contract Duration: 2 years and possible for extension

Position level: Equivalent of P1-EX-3 of Civil Service

Any interested and eligible faculty member or staff of the KGUMSB can also apply for the position subject to approval by the University on Secondment.

TERMS AND CONDITIONS OF THE DEAN

RESPONSIBILITIES:

1. Provide administrative and academic leadership to ensure that the institute's activities are in line with the overall vision, mission, and goals of the institute
2. Formulate policies, strategies and academic development plans for the institute to increase enrolment and expansion of the courses
3. Manage all administrative, academic, human resource and disciplinary issues relating to the faculty, employee and students
4. Ensure the quality of teaching to meet the national requirements of the Bhutan Medicine Act as per the University of Medical Sciences Act of Bhutan – 2012 and Bhutan Medical and Health Council.
5. Maintain internal quality assurance system as per Bhutan Accreditation Council
6. Delegate responsibilities to the faculty employee as necessary
7. Ensure proper utilization and safe keeping of the infrastructure, equipment and other properties of the institute
8. Undertake measure to safeguard the health and safety of the institute, employee and students

9. Ensure enabling environment for optimal teaching and learning activities
10. Promote team spirit and team coherence amongst the faculty members
11. Represent the institute in the Company's board meetings
12. Represent the institute along with the board member(s) in the important meetings with the affiliated university and relevant stakeholders
13. Facilitate and preside over the conduct of various faculty committees, sub-committees for effective decision-making and governance of the institute
14. Contribute to teaching at least one module
15. Liaison, develop and maintain institutional linkages both within and outside the country
16. Strengthen and promote the reputation and profile of the institute through appropriate channel of communication
17. Carry out any other additional responsibilities advised by the board

FINANCE AND RESOURCE MANAGEMENT

1. Plan, develop and propose the institute's annual budgets including revenue generation schemes
2. Provide overall responsibility for mobilization and utilization of funds and resources for the institute
3. Prepare and submit half yearly progress report on the financial status and academic activities of the institute to CEO and Company's board
4. Exercise full financial power and sanction finances for the institute within the approved budget and agreed financial ceiling
5. Facilitate in financial auditing

ACCOUNTABILITY

The Dean shall be accountable to report following to the Director/CEO of the company:

1. Prepare and submit half yearly progress report on the financial status and academic activities
2. Supervision of maintenance of account, academic and financial records
3. Compliance to statutory audits
4. Yearly budget planning
5. Student enrolment status
6. Performance status of the faculty and support staff of the institute
7. Personal initiatives and performance status to facilitate in performance evaluation

CONTRACT SECONDMENT TERM

1. The term will be for an initial period of 5 year with possibilities of extension based on performance.
2. Renewal of contract duration thereafter shall be based on the mutual agreement and consent

REMUNERATION, BENEFITS AND DEDUCTION

1. Monthly consolidated salary of Nu. 75,000/- and above based on a candidate's experience.
2. A minimum yearly increment of 5% subject to increase in enrolment to 50 and above per batch and good performance. The yearly increment for increase in enrolment above 30 students shall be based on the negotiation
3. Free accommodation, electricity and water will be provided
4. LTC as per the company's service rule.
5. TA/ DA as per the company's service rule (Ex-3 level)
6. Mandatory deduction of PIT and health tax shall be borne by the individual
7. The management shall facilitate professional development in terms of attending workshops, seminars and conferences

EXPERIENCE AND QUALIFICATION

1. A minimum qualification of MSc Nursing/MPH/MD, preferably with Nursing background
2. A minimum of 5 to 10 years overall working experience