

Terms of Reference (ToR) for International Relation Officer

Khesar Gyalpo University of Medical Sciences of Bhutan

Position Title: International Relations Officer

Position Level: P5-P2 of civil service

Employment Type: Regular

Reporting to: President/Registrar

1. Position Purpose

The International Relations Officer (IRO) shall serve as the central focal point for planning, coordinating, and strengthening KGUMSB's international and national institutional engagements. The position is established to ensure professional and strategic management of the University's growing collaborations with international universities, medical institutions, research organizations, and development partners.

The IRO will support partnerships that enhance academic quality, human resource capacity, research collaboration, professional training, and external resource mobilization, contributing to improved health sciences education and reduced financial burden on the Government through technical and financial cooperation.

2. Key Roles and Responsibilities

A. International Partnerships & Institutional Collaboration

- a) Develop, review, and implement policies, procedures, and frameworks related to international and external relations.
- b) Establish, maintain, and strengthen partnerships with international universities, medical schools, research institutions, and development agencies.
- c) Serve as the official focal point for KGUMSB in initiating and managing international institutional linkages.
- d) Facilitate communication between the Office of the President, faculties, affiliated institutes, and external partner institutions.
- e) Coordinate the drafting, review, processing, and renewal of Memoranda of Understanding (MoUs) and other institutional agreements.

- f) Maintain an updated inventory and monitoring system for all MoUs and collaborative activities.
- g) Liaise with government agencies, embassies, regulatory authorities, and partner institutions on matters related to international collaboration.

B. Academic Mobility & International Programs

- a) Coordinate student and faculty exchange programs, electives, observerships, and academic mobility initiatives within Bhutan and abroad.
- b) Support development of linkages for specialized training, fellowships, and visiting expert programs.
- c) Facilitate administrative processes related to international students and visiting faculty, including admission coordination, documentation, visa and immigration liaison, and institutional protocol.
- d) Provide guidance and support to international students, visiting scholars, and faculty members on academic and administrative matters.
- e) Work closely with academic departments and Student Affairs to ensure smooth integration and support services for international participants.
- f) Represent KGUMSB in international education forums, partnership meetings, and promotional events as assigned.

C. Research, Training & External Collaboration Support

- a) Support coordination of joint research initiatives, academic projects, and externally funded programs in collaboration with international partners.
- b) Facilitate communication and reporting requirements related to collaborative projects and grants.
- c) Assist faculties in identifying potential international partners for academic, clinical, and research collaboration.

D. Accreditation, Recognition & Regulatory Compliance

- a) Coordinate international accreditation and recognition processes relevant to medical and health sciences education.
- b) Liaise with international regulatory and professional bodies, councils, and associations related to medical, nursing, and allied health education.
- c) Ensure institutional compliance with national and international regulations governing international education, training, and mobility programs.

E. Protocol, Delegations & International Events

- a) Organize and coordinate official visits of international delegations, partner institutions, experts, and dignitaries.
- b) Manage institutional protocol for international guests, meetings, workshops, conferences, and MoU signing ceremonies.
- c) Provide logistical and administrative support for international events hosted by KGUMSB.

F. Communication, Reporting & Institutional Visibility

- a) Prepare periodic reports, briefs, and updates on international relations activities for University leadership and relevant authorities.
- b) Maintain accurate records and databases of partnerships, exchanges, and international engagements.
- c) Contribute to international content for the University website, reports, brochures, and promotional materials.
- d) Support the enhancement of KGUMSB's international profile, reputation, and visibility through strategic engagement and communication.
- e) Perform any other duties related to international relations and institutional collaboration as may be assigned by the President or authorized officials from time to time.

3. Required Qualifications & Competencies

Educational Qualification

Bachelor's degree or higher in International Relations, International Education, Public Administration, Management, or a related field. A Master's degree will be an advantage.

Experience

Relevant professional experience in international relations, academic administration, partnership management, or higher education collaboration is desirable.

Skills & Competencies

- a) Strong communication, coordination, and negotiation skills
- b) Ability to work effectively with diverse cultures and international stakeholders
- c) Good organizational and documentation skills
- d) Knowledge of international academic collaboration and mobility frameworks
- e) Ability to manage multiple assignments independently and meet deadlines