



JOB DESCRIPTION

Position Title	:	Pharmacy Officer
Department	:	Pharmacy
Report to	:	Assistant Dean of Head of Pharmacy
Reportee (if any)	:	N/A
Location	:	University of Puthisastra, Phnom Penh

I. Position Summary:

- Coordinate learning and teaching activity in pharmacy department

II. Duties and Responsibilities:

The overall job description below outlines the main areas of responsibilities of the Employee:

- Prepare courses to be taught for each semester and send to department head for approval.
- Coordinate with pharmacy lecturers to ensure good learning and teaching activity in pharmacy department
- Review the status of current lecturers based on evaluation result
- Prepare pharmacy schedule for each semester
- Collect course outlines, course books, references books and other documents from pharmacy lecturers.
- Coordinate with registrar's office to prepare semester exam and exit exam for pharmacy students
- Deal with complaints from lecturers and students regarding learning and teaching activity
- Work with full time pharmacy lecturers to ensure good laboratory practices in Department of Pharmacy
- Support students with all learning resources in the department of Pharmacy.
- Performs other tasks assigned by supervisor

III. Minimum Qualifications and Requirements:

- **Experience:**
 - At least 1 year working experience in school of pharmacy
- **Education:**
 - Bachelor or higher degree in Pharmacy or equivalent
 - Strong English proficiency: Reading, Speaking, Writing and Listening
- **Skills/Competencies:**
 - Strong computer skills: Microsoft word, Excel.
- **Personal Quality**
 - Strong communication skills
 - Strong Leadership and coordinating skills
 - Good attitude and behaviour
 - Ability to work under pressure