



**JOB DESCRIPTION**

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<b>Position Title</b>	:	<b>Head of Pediatrics</b>
<b>Department</b>	:	<b>Medicine</b>
<b>Report to</b>	:	<b>Dean of Medicine</b>
<b>Reportees</b>	:	<b>Lecturers in Pediatrics</b>
<b>Employer</b>	:	<b>University of Puthisastra, Phnom Penh</b>

**I. Position Summary:**

- Work with the Dean to ensure that the quality of education in the Faculty of Medicine follows the national curriculum for the discipline and is aligned with international best practices
- Lead all education activities for the discipline as directed by Dean.

**II. Duties and Responsibilities:**

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

- Lead all education activities for Pediatrics as directed by Dean
- Delivery lecturers in Discipline
- Lead and work together with lecturers and Deputy Deans in line with UP’s Vision, Mission, Core Values and Strategic Plan, and in compliance with government regulations, in order to establish UP as Cambodian’s top Medical School
- Build and develop staff capacity of the Faculty of Medicine and its facilities, so that school can offer student the highest standard of Medical education
- Establish partnership with health service providers, NGOs, other universities, and other local and international organization and individual in order to enhance medical student education, assure job for graduating students, and build the reputation of UP
- Contribute to research and to publications of manuscripts in peer-reviewed national and international journals
- Work to establish excellent critical training opportunities for UP medical students
- Build a team of dedicated and competent staff in Pediatrics and increase faculty accountability
- Promote the use of evidence –based learning and assessment methodologies
- Support the development of OSCE training for UP students and ensure that students are prepared for OSCE examinations
- Work with the Dean and Deputy Dean to supervise the staffs in the faculty of Medicine to ensure that they are able to perform their jobs well
- Oversee and support the students educational activities to motivate them and improve their learning outcomes
- Contribute to draft an annual operational plan
- Perform other duties as assigned by Dean

### III. **Minimum Qualifications and Requirements:**

#### **1. Experience:**

- At least 5 years of teaching experiences
- At least 2 year of administration experiences as Head of Department or Programme Director in a University
- Good knowledge/experience of current approaches to medical education
- Research experience and scientific publications will be highly regarded
- Experience in a clinical environment in Cambodian or similar country will be highly regarded

#### **2. Education:**

- MD, MBBS, MBChB or equivalent degree
- Specialization in Paediatrics
- Overseas education is an advantage

#### **3. Skills/Competencies:**

- Excellent communication skills and ability to work in a team
- Excellent oral and written command of English
- Excellent oral and written command of Khmer would be highly regarded
- Good understanding of contemporary higher education issues (tertiary pedagogy and distance delivery, including educational technologies). An awareness of context of higher education in Cambodia is an advantage
- Understanding of academic quality assurance process and academic programme development and experience and course/program development
- Understanding of, and high regard for learning and research
- Capacity to develop and implement strategy and to initiate and implement change in a complex, multicultural environment
- Ability to identify and assess appropriate opportunities and partnerships to strengthen the resource base and reputation of the University.

The University welcomes Cambodian and International candidates.