

JOB DESCRIPTION

Position Title	:	Dean
Faculty	:	Nursing and Midwifery
Report to	:	President
Reportees	:	Head of Midwifery, Deputy Head of Nursing, nursing staff & lecturers
Employer	:	University of Puthisastra
Location	:	Phnom Penh, Cambodia

I. Position Summary:

- Lead and together work with Head/Deputy Head to provide leadership in the Departments of Nursing and Midwifery, in line with UP's Vision, Mission, Core Values and Strategic Plan, and in compliance with government regulations and internationally accepted best practices, in order to establish Cambodia's top Schools of Nursing and Midwifery.
- Build a team of dedicated and competent staff in the Departments of Nursing and Midwifery and increase faculty accountability
- Build and develop staff capacity and facilities, so that the schools can offer students a high standard of education
- Lead curriculum development that aligns with ASEAN Nursing and Midwifery standards
- Promote the use of evidence-based learning and assessment methodologies within the departments
- Work to establish excellent clinical training opportunities for UP nursing and midwifery students
- Perform and build the capacity of staff across departments to carry out and publish research
- Establish partnerships with health service providers, NGOs, other universities, and other local and international organizations and individuals in order to enhance nursing and midwifery student education, create job opportunities and build the reputation of UP

II. Duties and Responsibilities:

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

- Oversee and ensure all activities, policies and guidelines in the Departments of Nursing and Midwifery comply with the national curriculum, MOH requirements, and UP requirements
- Build the capacity of staff across the Departments of Nursing and Midwifery through promoting educational opportunities, accountability, leadership and support
- Work closely with Head of Midwifery and Deputy Head of Nursing to produce standard course outlines for all courses and ensure the quality of those courses, i.e. course content should be based on current standard textbooks, journals, and international standards, and courses and practical should be well linked with each other

- Work with the HR Department to recruit quality staff and lecturers, ensuring end of semester evaluation processes are in place to evaluate teaching performance, and arrange necessary training to build up capacity
- Build up academic relationships and cooperate with external institutions (local and international) to provide educational opportunities for staff and students.
- Create a good working environment within the Faculty
- Oversee preparation of each departments strategy, action plan and budget plan
- Oversee the organization of the timetables
- Lead the research program for the Faculty of Nursing and Midwifery
- Manage the development of new TP laboratories, including design, equipment, personnel, protocols, etc.
- Build up relationships with hospitals and clinics, and develop strategies to ensure high quality clinical learning opportunities are provided for nursing and midwifery students
- Ensure systems are in place for student pastoral care, in alignment with Student Affairs policy

III. Minimum Qualifications and Requirements:

1. Experience:

- At least 5 years teaching experience at a university
- At least 3 years administration experience in a university preferred
- Good knowledge/experience of current approaches to nursing and midwifery education
- Awareness of challenges and issues in a clinical environment in Cambodia

2. Education:

- Master degree in Nursing or Midwifery or doctoral degree
- Post graduate level education in pedagogy
- Overseas education is an advantage

3. Skills/Competencies:

- Excellent communication skills and ability to work as a team
- Strong problem solving and planning skills
- Strong computer skills
- Good command of English

4. Personal Quality

- Positive attitude
- Responsible, timely and capable of independent work
- Strong communicator
- Good listener
- Able to see past problems and find solutions
- Develops strong networks and relationships with people