



## JOB DESCRIPTION

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

### **I. Position Summary**

- Provide high-quality, evidence-based, student-centered, theoretical and practical education in accordance with MOH & MoEYS Pharmacy curriculum requirements to ensure that UP pharmacy graduates as competent, qualified and professional pharmacist
- Develop standard course outlines, assessment course books and reference books of teaching courses in pharmacognosy, plant biology, botany, and Cryptogamy and Toxic Plants according to guidelines or policies of MoH and MoEYS
- Ensure a standard and effective evaluation of lecturers' teaching performance in pharmacognosy, plant biology, botany, and Cryptogamy and Toxic Plants
- Conduct Research to publish in local and international journals

### **II. Duties and responsibilities**

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

- Teach or assist in teaching subjects in the field of pharmacognosy, plant biology, botany, and Cryptogamy and Toxic Plants based on standard course outlines, ensuring they are evidence based, continually updated and linked in with other relevant courses and will develop higher levels of students' learning
- Develop standard course outlines, course books and reference books of pharmacognosy, plant biology, botany, and Cryptogamy and Toxic Plants according to guidelines or policies of MoH, MoEYS as well as UP
- Develop a standard evaluation form of pharmacy lecturers' teaching performance. Identify and evaluate teaching performance based on evaluation result and recommend effective strategy or tactic to ensure high teaching quality in Faculty of Pharmacy
- Develop research activities (protocols, research center, personnel, equipment etc) by cooperating with internal and external partners
- Conduct and advice students to conduct research to publish in local and international journals
- Assist in recommending wide range of learning and teaching resources (Theory and Practice) to students and lecturers
- Assist in developing a new pharmacy curriculum which responses to pharmacist core competency inside Cambodia and outside context
- Assist in participation of making pharmacy related policy, guideline, regulations, rule etc in the faculty of pharmacy

- Work closely with pharmacy team in order to strengthen the knowledge, skills and attitudes of students and lecturers
- Perform other tasks appropriate directed by Dean of Faculty of Pharmacy

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

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

- 3 years teaching experience in Plant Biology/Pharmacognosy

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

- Master's Degree/Doctor's Degree in Pharmacognosy/Plant biology or equivalent
- Strong English proficiency: Reading, Speaking, Writing and Listening

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

- Strong computer skills: Microsoft word, Excel.

#### **4. Personal Quality**

- Strong communication skills
- Strong Leadership and coordinating skills
- Good attitude and behavior
- Ability to work under pressure