



Position Title	:	Full Time Pharmacy Lecturer for Master Program
Faculty	:	Pharmacy
Report to	:	Dean of Pharmacy
Reportee (if any)	:	N/A
Location	:	University of Puthisastra, Phnom Penh

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 postgraduates are competent, qualified and professional pharmacists.
- Develop standard course outlines, course books and reference books of teaching courses according to guidelines or policies of MoH and MoEYS.
- Ensure a standard and effective evaluation of lecturers' teaching performance in Faculty of Pharmacy
- Coordinate postgraduate teaching and assessments

II. Duties and Responsibilities:

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

- Review curriculum for master programs in the Faculty of Pharmacy.
- Teach or assist in teaching subjects (at least 22 hours/week) in master programs 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.
- Prepare and implement the annual plan and budget plan for master programs in the faculty of pharmacy.
- Coordinate in curriculum development for master programs in the in the faculty of pharmacy.
- Ensure a good daily learning and teaching activities for master programs in the faculty of pharmacy.
- Ensure a good operation in laboratory for master programs in the in the faculty of pharmacy.
- Ensure that the applicants meet the quota for master programs set by the faculty of pharmacy.
- Prepare master students for clerkship, internship, community work aligning with national curriculum.
- Coordinate in the thesis development for master programs in the in the faculty of pharmacy.
- Publish research in the field of pharmaceutical sciences and biomedical sciences in international journal.
- Participate in creating policy, guideline, regulation, rule etc. in the faculty of pharmacy.
- Support master students and lecturers to succeed in the professional career.
- Documenting and writing weekly, monthly and annual reports for master programs.
- Write and implement grants for local and international partners.

- Coordinate the teaching and learning, and assessment for master programs in the faculty of pharmacy
- Perform other tasks appropriate directed by department head.

III. Minimum Qualifications and Requirements:

1. Experience:

- At least 2 years' experience in research and education

2. Education:

- Master's Degree/ Doctoral degree in pharmaceutical sciences or biomedical sciences
- 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 behaviour
- Ability to work under pressure