

JOB DESCRIPTION

Position Title	:	Deputy Dean for Research
Faculty of Pharmacy	:	Pharmacy
Report to	:	Dean of Faculty of Pharmacy
Reportee (if any)	:	NA
Location	:	University of Puthisastra, Phnom Penh

I. Position Summary:

- The Deputy Dean for Research is responsible for advancing and supporting the research mission of the Faculty of Pharmacy. This includes fostering thesis development, a research-conducive environment, increasing research output, building local and international partnerships, and ensuring the ethical conduct and high quality of research activities.
- The role also supports capacity building among faculty and students in research and promotes innovation and scholarly excellence.
- Conduct Research to publish in local and international journals.

II. Duties and Responsibilities:

The overall job description below outlines the main areas of responsibility for the Deputy Dean for Research:

- Lead the development and implementation of the faculty's research strategy in alignment with the University's vision and national/international priorities.
- Supervise and support the thesis development process of undergraduate and postgraduate students, ensuring alignment with research standards, institutional ethics, and relevance to university and national guideline.
- Coordinate the post graduate programs in the Faculty of Pharmacy.
- Promote a research culture of innovation, integrity, and academic excellence among faculty and students.
- Support faculty and students in developing research proposals, protocols, and publications.
- Identify and facilitate funding and grant opportunities, and assist in the preparation and prepare submission of grant applications.
- Develop and oversee faculty-level research centers, labs, and initiatives.
- Ensure ethical approval, regulatory compliance, and high-quality standards in all research activities.
- Build collaborative research partnerships with national and international institutions.
- Organize research workshops, seminars, and capacity-building events for staff and students.
- Publish research paper in peer-reviewed local and international journals.
- Support integration of research with teaching and community service.
- Provide periodic reports to the Dean on research progress, post graduate program, achievements, and challenges.
- Perform other tasks as assigned by the Dean of the Faculty of Pharmacy.

III. **Minimum Qualifications and Requirements:**

- **Experience:**
 - Minimum **5 years** of experience in academic research in pharmaceutical or biomedical sciences.
 - Demonstrated experience in research administration or leadership roles.
- **Education:**
 - Master or Doctorate in Pharmacy, Pharmaceutical Sciences, Medical Biology, or related field.
 - Strong English proficiency: Reading, Speaking, Writing and Listening
- **Skills/Competencies:**
 - Strong research and analytical skills.
 - Excellent grant writing and project management skills.
 - Strong English proficiency: Reading, Speaking, Writing, and Listening.
 - Advanced computer skills: Microsoft Office Suite, reference management tools, and statistical software.
- **Personal Quality**
 - Strong leadership, mentoring, and communication skills.
 - High ethical standards and commitment to academic excellence.
 - Ability to work under pressure and meet deadlines.
 - Positive attitude and team-oriented mindset.