

JOB DESCRIPTION

Position Title	:	Deputy Dean for Academic Affairs, Administration and Operation.
Faculty of Pharmacy	:	Pharmacy
Report to	:	Dean of Faculty of Pharmacy
Reportee (if any)	:	NA
Location	:	University of Puthisastra, Phnom Penh

I. Position Summary:

- Working under the direction of the Dean, the Deputy Dean ensures academic excellence, operational effectiveness, and process improvements across the faculty's teaching, scheduling, administrative services, and infrastructure management. This role requires close collaboration with lecturers, staff, students, and university departments to create a supportive and high-performing academic environment.
- The Associate Dean for Academic Affairs, Administration and Operation is responsible for overseeing the academic programs and ensuring the delivery of high-quality education within the Faculty of Pharmacy. This role includes academic planning, curriculum development, quality assurance, lecturer performance, accreditation and student learning outcomes.

II. Duties and Responsibilities:

The overall job description below outlines the main areas of responsibility for the Deputy Dean for Academic Affairs, Administrative and Operation:

- Lead the planning, implementation, and continuous improvement of academic programs in alignment with national standards (MoH and MoEYS) and UP's strategic goals.
- Coordinate curriculum development, review, and revision to ensure programs are current, competency-based pharmacy education, and responsive to health system needs.
- Oversee daily administrative operations within the faculty, ensuring efficient workflow and adherence to internal processes.
- Manage academic documentation, reports, letters, and student-related records in coordination with faculty staff.
- Support planning and execution of academic events, meetings, workshops, and official visits.
- Ensure classrooms, labs, and teaching facilities are scheduled, maintained, and equipped appropriately for academic use.
- Coordinate logistical and operational needs for teaching and learning (materials, equipment, and supplies).
- Develop and monitor academic calendars, timetables, and examination schedules in coordination with course coordinators and relevant departments.

- Evaluate and enhance the quality of teaching by implementing effective assessment tools and conducting performance reviews of academic staff.
- Oversee student academic progress, ensuring academic advising, monitoring of performance, and provision of academic support.
- Facilitate academic audits, self-assessments, and internal/external evaluations or exam in collaboration with other stakeholders.
- Coordinate lecturer recruitment, orientation, training, development, and workload planning in collaboration with the Dean.
- Ensure effective implementation of teaching and learning methodologies that promote active learning, critical thinking, and practical competence.
- Provide guidance and support for the integration of digital tools and innovative pedagogies into course delivery.
- Promote interdepartmental collaboration, co-teaching, and cross-curricular integration to improve academic coherence and efficiency.
- Prepare reports and updates on academic performance, outcomes, operation and program effectiveness for the Dean.
- Support learning and teaching activities within the faculty of pharmacy.
- Perform other academic-related tasks as assigned by the Dean of the Faculty of Pharmacy.

III. Minimum Qualifications and Requirements:

- **Experience:**
 - Minimum **5 years** of teaching, academic and administrative experiences in pharmacy education or related health sciences.
 - Demonstrated leadership in curriculum development and academic planning.
- **Education:**
 - Master or Doctorate in Pharmacy, Pharmaceutical Sciences, Biomedical Sciences or related discipline.
- **Skills/Competencies:**
 - Strong knowledge of curriculum design, educational quality assurance, administration and assessment methodologies.
 - Excellent leadership, organizational, and interpersonal communication skills.
 - Strong English proficiency: Reading, Speaking, Writing, and Listening.
 - Proficient in Microsoft Office, learning management systems (e.g., Moodle), and academic planning tools.
- **Personal Quality**
 - High ethical standards and commitment to educational excellence.
 - Team-oriented, student-focused, and adaptable to a dynamic academic environment.
 - Strong analytical thinking and problem-solving ability.