

## JOB DESCRIPTION

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<b>Position Title</b>	:	<b>Deputy Dean for Academic Affairs and Education</b>
<b>Faculty</b>	:	Medicine
<b>Report to</b>	:	Dean of Medicine
<b>Reportees</b>	:	Staff in the Units of Basic Medical Sciences, Clinical Sciences and Academic Affairs/Education
<b>Employer</b>	:	Full time
<b>Location</b>	:	Phnom Penh, University of Puthisastra

### I. Duties and Responsibilities:

Deputy Dean for Academic Affairs and Education provides the academic leadership across the academic affairs/education unit, basic medical sciences unit and clinical sciences unit to ensure the development, implementation, and improvement of the academic plan within the faculty in alignment with the national and international curriculum.

#### Key duties include:

- Oversee the development and implementation of Ministry of Health's MD curriculum and post-graduate curriculum.
- Lead initiatives for the curriculum innovation and modernization in alignment with competency-based medical education and the quality enhancement.
- Ensure the compliance of the programs with the national accreditation standards (ACC) and requirement
- Coordinate the academic scheduling, timetables and examination for all lecturers across the faculty
- Coordinate and arrange the pedagogic training and promote the competency-based medical education (CBEM) within the faculty through continuous support and training to the part-time and full-time lecturers
- Working with the Teaching and Learning Manager to organize the training programs, workshops and seminars to enhance the teaching effectiveness and academic leadership

- Support the recruitment, orientation, mentoring and academic development of full-time/part-time lecturers of the basic medical sciences unit, clinical sciences unit and post-graduate unit
- Record and report the student academic progress by working closely with the heads of the units
- Monitor and evaluate the quality of teaching, learning and academic outcome across the faculty
- Participate in subcommittee of the Academic Board to ensure the compliance with the UP's policy and procedures.
- Liaise with Internal Quality Assurance Department (IQA) to conduct the teaching survey, analyze the result and make recommendation to the Dean for the area of academic improvement
- Ensure the exam contents are validated, aligned with learning objectives, teaching content and clinical relevance and ensure those exam contents are securely stored and protected.
- Promote and support the research in the medical education within faculty
- Perform any other duties assigned by Dean

## **II. Qualifications and Requirements:**

### **1. Education:**

- Holding Doctor of Medicine (MD), recognized by MoH
- Postgraduate qualification in Education or Medical Education or Health Professions Education or Academic Leadership or Relevant degree

### **2. Experience/Knowledge**

- At least 3 years of teaching experience in medical education
- Having experience or knowledge in the curriculum design, assessment and faculty development
- Having knowledge of the competency-based medical education (CBME)
- Familiar with the national MD curriculum

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

- Excellent leadership, organizational and interpersonal communication skills
- Proficiency in written and verbal communication skill in English
- Proficiency in computer skills
- Ability to work collaboratively and professionally with faculty, staff, students and external stakeholders