



JOB DESCRIPTION 2025

Position Title	:	Learning and Teaching Officer
Department	:	Student Experience / Learning and Teaching Department
Report to	:	Learning and Teaching Manager
Location	:	Phnom Penh

I. Position Summary:

The Learning and Teaching Officer at the University of Puthisastra supports the development and implementation of high-quality learning and teaching practices across the University. In this role, you will ensure alignment with international best practices, national standards, and University strategic goals. Working collaboratively with academic staff and University leaders, you will promote continuous improvement in teaching effectiveness, and student learning outcomes.

Responsibilities include promotion of learning and teaching practices that are student-centred, evidence-based, and continuously evolving. The role goes beyond delivering content — it creates meaningful, inclusive, and transformative learning experiences that prepare students for life as well as work in their chosen field. Competency-based education and assessment practices, blended learning, and the integration of educational technology (e.g., AI, LMS, online assessment tools) are features of your learning and teaching approaches.

II. Duties and Responsibilities:

The duties and responsibilities of the Learning and Teaching Officer include

a) Support for Academic Quality and Innovation

- Support the development, review, and improvement of contemporary learning and teaching strategies that promote the use of active learning, student-centered approaches, and blended learning models that include the deployment of educational technologies,
- Promote initiatives that support academic staff professional development in pedagogy and assessment.

b) Policy and Framework Implementation

- Assist in implementing learning and teaching policies, frameworks, and quality assurance mechanisms,
- Monitor adherence to national higher education standards and University regulations.

c) Training and Development

- Organize and deliver workshops, seminars, and training sessions for academic staff,
- Contribute to academic orientation programs for new academic staff.

d) Teaching and Learning Support

- Collaborate with faculties to embed good learning design principles in courses,
- Support and promote the integration of educational technology (e.g.; AI, LMS, online assessment tools),
- Provide guidance on inclusive teaching practices and academic integrity.

e) Monitoring and Reporting

- Assist in the collection and analysis of student feedback and learning analytics,
- Contribute to reports on teaching quality, course evaluations, and improvement plans.

f) Academic Projects and Research

- Participate in or support projects related to teaching innovation and learning research,
- Promote the scholarship of teaching and learning (SoTL) across faculties.

III. Qualifications and Experience:

a) Essential:

- Bachelor's degree in Education, Health Sciences, Information and Communication Technologies or a related discipline,
- At least 2–3 years' experience in higher education, preferably in a teaching or academic development role,
- Knowledge of curriculum development, pedagogy, digital learning technologies and student learning strategies,
- Strong communication and presentation skills in English and Khmer,
- Ability to work effectively with diverse academic teams.

b) Desirable:

- Master's degree in Education, Educational Leadership, or related field,
- Experience in a Health Science, Information and Communication Technologies or Education,
- Familiarity with Ministry of Health and Ministry of Education frameworks and policies,
- Experience using learning management systems (e.g.; Moodle)
- Experience working with university students or young adults.

Note: Candidates with a positive attitude and commitment to learning new skills should submit an application for this role, even in the absence of the *desired* skills.

The University of Puthisastra is committed to the further training and development of its team members.

IV. Personal Attributes:

- Passion for learning and education.
- Patience and excellent interpersonal skills.
- Team-oriented and dependable.
- Willingness to learn and grow in the role.