

JOB DESCRIPTION

Position Title	:	Dean of Dentistry
Department	:	Dentistry
Report to	:	President & Vice Chancellor
Reportee (if any)	:	Deputy Dean of Dentistry, Postgraduate Education and Business Development Manager, Dental Hospital Manager
Location	:	University of Puthisastra, Phnom Penh

I. Position Summary:

- Provide leadership in the Department of Dentistry, in line with UP’s Vision, Mission, Core Values and Strategic Plan, and in compliance with government regulations and internationally accepted best practices, in order to establish Cambodia’s top dental school
- Build capacity of the Department of Dentistry staff and develop the facilities, so that the school can offer a high standard of education to students.

II. Duties and Responsibilities:

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

- Build the capacity of the academic and non-academic staff within the Department of Dentistry through promoting educational opportunities, leadership and support;
- Oversee the provision of education of dental students in the Department of Dentistry in accordance with:
 - Government regulations and accreditation standards required by the relevant state institutions
 - Vision, mission, core values, and policies of the University of Puthisastra
 - International trends and best practices;
 - Within the constraints of the National Curriculum, improve the curriculum where possible to ensure students are getting the best education possible;
- Work with the National Dental Curriculum Committee of the MOH to help develop a new dental curriculum for Cambodia;
- Work closely with Deputy Head of Dentistry and lecturers to produce standard course outlines for all courses and ensure the quality of those courses, i.e. course content based on current standard textbooks and journals, and courses which are well linked from one to another;
- Recruit quality lecturers and tutors, evaluate their teaching performance, and arrange necessary training to build up their capacity;
- Manage the development of the new dental hospital, including design, equipment, personnel, protocols, forms, marketing, etc.
- Provide sufficient supporting educational resources, eg laboratory, library, clinic etc, and help provide supporting programs such as clubs, community activities etc. for the students;
- Build up academic relationships and cooperate with external institutions (local and international) to improve the university and facilitate students’ participation in workshops, conferences, exchanges, field trips etc, and link students to the potential labor market;
- Create a good working environment within the Department;
- Lead the budget planning for the Department of Dentistry;
- Oversee the organization of the timetables, and liaise with lecturers and tutors;

- Lead the research program for the Department of Dentistry.

III. Minimum Qualifications and Requirements:

1. Experience:

- At least 5 years teaching and administration experience in a university
- Regular attendance at regional dental education meetings
- Excellent communication skills and ability to work in a team
- Strong research background
- Strong problem solving and planning skills
- Strong computer skills
- Familiar with current international trends in dental education
- Good command of English

2. Education:

- Master's degree or PhD in Dentistry
- Has studied pedagogy
- Prefer some education overseas