

**JOB DESCRIPTION**

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<b>Position Title</b>	:	<b>Dean of Medicine</b>
<b>Department</b>	:	<b>Medicine</b>
<b>Report to</b>	:	<b>President &amp; Vice Chancellor</b>
<b>Reportee (if any)</b>	:	<b>Deputy Dean for Clinical Affairs &amp; Research, Assistant Dean for Academic Affair &amp; Edeucation, Administrative Officer</b>
<b>Location</b>	:	<b>University of Puthisastra, Phnom Penh</b>

**I. Position Summary:**

- Provide leadership in the Department of Medicine, 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 Medicine school
- Build capacity of the Department of Medicine staff and develop the facilities, so that the school can offer a high standard of education to students
- Establish partnership with health service providers in health care, research and education in Cambodia

**II. Duties and Responsibilities:**

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

- Oversee and ensure all activities in the medicine department functioning smoothly according to the national curriculum, policies and guidelines of the FHS at the UP.
- Build the capacity of the academic and non-academic staff within the Department of Medicine through promoting educational opportunities, leadership and support;
- Oversee the provision of education of students in the Department of Medicine 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;
- Work closely with all staff of Medicine department 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;

- Work with the Vice Dean of FHS, VP for Academic Affairs, and HR Department to recruit quality lecturers and tutors, evaluate their teaching performance, and arrange necessary training to build up their capacity;
- Work with the Vice Dean of FHS and other relevant departments to provide sufficient supporting educational resources, eg laboratory, library,...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 Medicine department staff to prepare action plan and budget plan
- Oversee the organization of the timetables, and liaise with lecturers and tutors;
- Lead the research program for the Department of Medicine
- Manage the development of the new TP laboratories, including design, equipment, personnel, protocols, etc.

### **III. Minimum Qualifications and Requirements:**

#### **1. Experience:**

- a. At least 5 years teaching and administration experience in a university

#### **2. Education:**

- a. Doctor in Medicine, Msc/MPH, Doctor of Specialized medicine or PhD
- b. Has teaching pedagogy
- c. Prefer some education from overseas

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

- a. Excellent communication skills and ability to work as a team
- b. Strong research background, problem solving and planning skills
- c. Strong computer skills
- d. Good command of English

#### **4. Personal Quality**

- a. Good attitude and behaviour