



JOB DESCRIPTION

Position Title	:	Dean of Health Science & Biotechnology
Report to	:	Vice-President, Academic Affairs
Reportees	:	Laboratory Manager Laboratory Programs Manager Bachelor of Science Research Program Manager Foundation Year Director
Employer	:	University of Puthisastra
Location	:	Phnom Penh, Cambodia

I. Duties and responsibilities

Major Responsibilities

- Direct and manage the delivery of the Bachelor of Science (Research) program
- Liaise with faculties in developing “Core curricula” and teaching of health sciences
- Liaise with stakeholders to develop and implement the delivery of health sciences for Faculties, Bachelor of Science Program and Foundation Year. To help provide solid science-based programs to promote student success for their further studies. These science units may include biology, chemistry, biochemistry, laboratory technology, anatomy, physiology, and biotechnology
- Work with Research Team and Faculties to develop a research agenda for the Faculty and across the wider university
- Assist faculties with the development of effective Health Sciences programs, courses (including CPD) and initiatives aimed at increasing UP student enrollment and to achieve best practice

Other responsibilities

- Work with faculty, students, and staff to implement the educational mission of UP
- Coordinate and participate actively in the editing of content involved in the delivery of instruction.
- Coordinate and participate in the evaluation of student outcomes.
- Evaluate the teaching of health sciences learning and teaching, including informal and formal performance evaluations and improvements related to the curriculum and its delivery
- Participate with academic staff in the student evaluation of teaching and their health science instruction
- Work closely with all academic staff in curriculum development, implementation, and assessment with respect to the specific topics in health science as related to health care in general
- Work closely with all academic staff to optimize the use of technology to support the department's teaching programs
- Supervise and mentor graduate and professional students and junior staff in health science
- Develop and provide strategies for developing the Health Science program strategic

- plan, ensuring that implementation is consistent with overall faculty and UP strategy
- Develop and oversee a comprehensive system of continuous improvement and compliance of Health Sciences programs with national standards
- Encourage and promote the highest quality of instruction, including collaboration with faculties and Learning Teaching Department on updated learning and teaching approaches at UP
- Evaluate Health Sciences programs based upon industry requirements, current market demands, and student outcomes to develop appropriate revisions to existing courses
- Assist with the preparation and monitoring of budgets for all Health Sciences programs
- Manage the staffing resource for the Health Science fundamental sciences unit delivery in line with UP's policies, procedures, and best practices, including recruitment, performance management, appraisal, and development
- Provide support and guidance for students in their studies and in conjunction with faculties and departments, undertake any required support of students
- Provide leadership in recruitment, retention, and development of high-quality faculty
- Perform other duties and assume additional responsibilities as assigned by the President

II. Qualifications and Requirements:

1. Experience:

- At least 3 years administrative and teaching experience managing personnel and programs within the health industry is required

2. Education:

- Masters Degree in Health Sciences or a related field
- A PhD in health sciences or a related field (preferred)

3. Skills/Competencies:

- Knowledge and Experiences of delivering Health Science courses such as biology, chemistry, biochemistry etc.
- Excellent communication skills and ability to work as a team
- Excellent oral and written command of English
- Excellent oral and written command of Khmer would be highly regarded
- Knowledge of higher education administration and curriculum development principles/practices
- Knowledge of accreditation standards and processes

The University welcomes Cambodian and international candidates