

**JOB DESCRIPTION**

Position Title	:	Assistant Dean of Pharmacy
Faculty	:	Pharmacy
Report to	:	Dean of the Faculty of Pharmacy
Reportee (if any)	:	NA
Location	:	University of Puthisastra, Phnom Penh

I. Position Summary:

- Support the Dean of the Faculty of Pharmacy in ensuring the quality of pharmacy education at UP.
- Oversee all educational activities in the Faculty of Pharmacy, including academic affairs, administration, operations, clerkship/internship activities, extracurricular activities, and thesis development, in collaboration with the Dean.
- Assist the Dean of the Faculty of Pharmacy in implementing the university-approved strategic plan, operational plan, and budget plan.

II. Duties and Responsibilities:

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

- Ensure that all academic affairs, teaching and learning, assessment, operations, administration, clerkship/internship activities, extracurricular activities, and thesis development in the Faculty of Pharmacy function smoothly in alignment with the national curriculum, policies, and procedures at UP.
- Verify programs, courses, clerkship activities, other academic affairs, operations, and administration, and submit them to the Dean of the Faculty of Pharmacy for approval.
- Prepare lecturers for teaching roles in the Faculty of Pharmacy and submit recommendations to the Dean of the Faculty of Pharmacy for approval.
- Collaborate with lecturers to develop standard course outlines and assessments for all courses and ensure their quality.
- Work with the laboratory manager to develop and manage pharmacy laboratories, including their design, equipment, materials, reagents, personnel, and protocols.
- Oversee academic, administrative, and operational activities within the Faculty of Pharmacy.
- Ensure the effective execution of clerkship and internship activities for students in the Faculty of Pharmacy.
- Implement the strategic plan, action plan, and budget plan related to academic affairs, operations, and administration in the Faculty of Pharmacy.
- Coordinate the development of theses for master's programs in the Faculty of Pharmacy.
- Lead curriculum development efforts in the Faculty of Pharmacy.
- Oversee and maintain the quality assurance system within the Faculty of Pharmacy.
- Prepare the annual report in the faculty of pharmacy.
- Collaborate with other departments and faculties to promote UP Pharmacy activities externally.
- Performs other jobs assigned by Dean of Faculty of Pharmacy.

III. Minimum Qualifications and Requirements:

- **Experience:**
At least 3 years experiences in in a school of Pharmacy or health science institutions
- **Education:**

Master or Doctoral degree in Pharmacy

Has studied some pedagogy

Prefer some education from overseas

Good command of English

Strong research background

- **Skills/Competencies:**

Strong computer skills: Microsoft word, Excel.

- **Personal Quality**

Strong communication skills

Strong Leadership and coordinating skills

Good attitude and behaviour

Ability to work under pressure