

**NOTES**

- Forms must be downloaded from the UCT website: <http://forms.uct.ac.za/forms.htm>
- This form serves as a template for the writing of position descriptions.
- A copy of this form is kept by the line manager and the position holder.

POSITION DETAILS

Position title	Lecturer / Senior Lecturer		
Job title (HR Practitioner to provide)	Lecturer / Senior Lecturer		
Position grade (if known)		Date last graded (if known)	
Academic faculty / PASS department	Health Sciences		
Academic department / PASS unit	Public Health and Family Medicine		
Division / section	Health Economics Division		
Date of compilation	8 August 2017		

ORGANOGRAM

(Adjust as necessary. Include line manager, line manager's manager, all subordinates and colleagues. Include position grades)

PURPOSE

The main purpose of this position is to strengthen, and contribute to the sustainability of, the Health Economics Division's teaching programmes namely the Postgraduate Diploma in Health Economics and the Masters in Public Health (Health Economics). In addition, this post should strengthen the Health Economics Division's capacity to supervise Masters students. Lastly, the post should contribute to the research process with minimal supervision.

CONTENT

Key performance areas		% of time spent	Inputs (Responsibilities / activities / processes/ methods used)	Outputs (Expected results)
E.g.	General and office administration	25%	<p>Takes, types up and distributes minutes and agendas for monthly departmental meeting.</p> <p>Greets visitors, enquires as to the nature of their visit and directs them to the appropriate staff member.</p>	<p>All staff members receive an electronic copy of accurate minutes and agendas, in the departmental template/format, a week before the meeting.</p> <p>Visitors are directed to appropriate staff member in a professional and efficient manner.</p>
1	Teaching and Learning Postgraduate Diploma and Masters programmes	55%	<ul style="list-style-type: none"> • Teach on the Postgraduate Diploma in Health Economics and the Masters programme in Health Economics. • Review on a regular basis course content and materials, updating when required. • Ensure that course design and delivery comply with the quality standards and regulations of the university and the department. • Design and implementation of course/module evaluations and appropriate follow-up on findings from evaluations. • Preparation of course time-tables. • Setting and marking of assignments and exams. • Maintain all course communication on Vula. • Undertake supervision of Masters students' dissertations (minimum 2 students per year) 	<p>High quality materials for the Diploma and Masters programmes are regularly updated.</p> <p>Relevant and up-to-date content of the teaching materials is delivered.</p> <p>The number of Master's student graduates is maintained and preferably increased.</p>
2	Research	30%	<ul style="list-style-type: none"> • Promote research and development capacity of programme. • Conceptualise, lead and execute research projects in health economics, lead and supervise postgraduate students to execute their research projects (protocol development, data collection and analysis, publication of results, translation of findings). • Obtain research grant and collaborate on research project to fund research projects. • Conduct literature reviews. • Complete, publish and disseminate research findings in notable peer reviewed journals to contribute to the field of health economics and public health • Give presentations on research findings 	<p>Research findings are regularly published in peer-reviewed journals.</p> <p>Research findings are disseminated at national and international level through presentations.</p>

3	Leadership, management and administration	10%	Perform administrative functions at Departmental, Faculty and University level, if needed, and also related to teaching and research projects (convene courses, manage research teams, manage funding for research, monitor operational expenses and write progress reports).	Responsibility of contributing to the smooth functioning of the Division of Health Economics by leading/managing the postgraduate courses/students assigned to the incumbent by the Head of the Division is shared.
4	Social responsiveness	5%	Translate research findings into the community, for the benefit of the public, where relevant.	Some evidence of participating in evidence-based policy development, channelling research findings into policy development processes and conducting policy advocacy. An awareness and understanding of achievements in health economics is promoted.

MINIMUM REQUIREMENTS

Minimum qualifications	A Masters in health economics or other social and political sciences.			
Minimum experience (type and years)	Five years of postgraduate teaching experience in health economics within an academic environment. Five years of research experience, preferably in South Africa.			
Skills	Quantitative research methods, computer skills			
Knowledge	Health Economics			
Professional registration or license requirements	N/A			
Other requirements (If the position requires the handling of cash or finances, other requirements must include 'Honesty to handle cash or finances'.)	N/A			
Competencies (Refer to UCT Competency Framework)	Competence	Level	Competence	Level
	Analytic thinking/problem solving	2	Teamwork/collaboration	2
	Building interpersonal relationships	2	Conceptual thinking	2
	Client / student service and support	2	Planning and organising/work management	2
	Communication	2	Written communication	2

SCOPE OF RESPONSIBILITY

Functions responsible for	Diploma programme co-ordination, teaching and student supervision
Amount and kind of supervision received	Regular supervision by the Head of the Division
Amount and kind of supervision exercised	Regular supervision of Masters dissertations
Decisions which can be made	Timetabling
Decisions which must be referred	Change in curriculum

CONTACTS AND RELATIONSHIPS

Internal to UCT	
External to UCT	

AGREED BY

	PRINT NAME	SIGNATURE	CONTACT NO.	DATE
Position Holder				
Line Manager				
HOD				