



LECTURER (ACADEMIC CLINICAL PAY LINE)

(20 hours per week; 3-year contract)

**Division of Forensic Medicine & Toxicology:
Department of Pathology**

Faculty of Health Sciences

The Department of Pathology would hereby like to invite applicants who have a particular interest in teaching, curriculum development and student development and support to apply for this part time Lecturer post in the Department of Pathology, Division of Forensic Medicine & Toxicology.

Requirements:

- A MBCHB degree with demonstrated interest in the field of medical education
- Demonstrated ability to communicate effectively, in writing and orally.
- Ability to collaborate effectively with colleagues and students and to work well in a team.
- Ability to work autonomously, under pressure, and meet deadlines
- Advanced knowledge of Microsoft Excel
- Experience in an online/ E-learning education platform (Learner Management Systems)
- Good organizational skills and attention to detail
- Registration with the HPCSA

Responsibilities:

- Appropriately manage logistical requirements of undergraduate medical courses. This will involve the co-ordination of lecturers, administrative staff, timetables and venue bookings for these courses.
- Maintain and assist with creating new questions for the exam question database in particular with the Forensic Pathology/ Forensic Medicine disciplines in line with the latest methodologies
- Deliver teaching and assessment activities including, setting/marking coursework to undergraduates in the MBCHB curriculum.
- Select appropriate assessment instruments and criteria, assess the work and progress of students by reference to the criteria and provide constructive feedback to students.
- Seek ways of improving performance by reflecting on teaching design and delivery and obtaining and analysing feedback.
- Organise the availability of materials to support students' learning
- Plan and develop independent teaching contributions and contribute to the design or revision of course units.
- Help to develop appropriate teaching approaches and contribute to curriculum development.
- Effectively manage your own work effort within the guidelines established by your contract, the staff handbook and your line manager
- Provide pastoral care for students to ensure that all issues are dealt within a timely, sympathetic, and effective manner.
- Regularly communicate with student leadership to ensure efficient running of courses.
- Carry out designated administrative duties, including, for example, committee work, course administration etc.
- Be responsible for the database management associated with teaching, learning and assessment.
- Close liaison with course administrator, course convener, programme convener and HOD; quality check all processes.

The academic clinical annual remuneration packages, including benefits, for 2018: R390 306

To apply, please e-mail the below documents in a **single pdf file** to Ms Vathiswa Mbangi at recruitment05@uct.ac.za:

- UCT Application Form (download at <http://forms.uct.ac.za/hr201.doc>)
- Cover letter, and
- Curriculum Vitae (CV)

Please ensure the title and reference number are indicated in the subject line.

An application which does not comply with the above requirements will be regarded as incomplete.

Telephone: 021 650 3003

Website: <http://www.health.uct.ac.za/>

Reference number: E18376

Closing date: 31 October 2018

UCT is committed to the pursuit of excellence, diversity and redress. Our Employment Equity Policy is available at <http://www.uct.ac.za/downloads/uct.ac.za/about/policies/eepolicy.pdf> . For this post we seek particularly to attract black (i.e. African, Coloured or Indian) South African candidates.

UCT reserves the right not to appoint.