



## NOTES

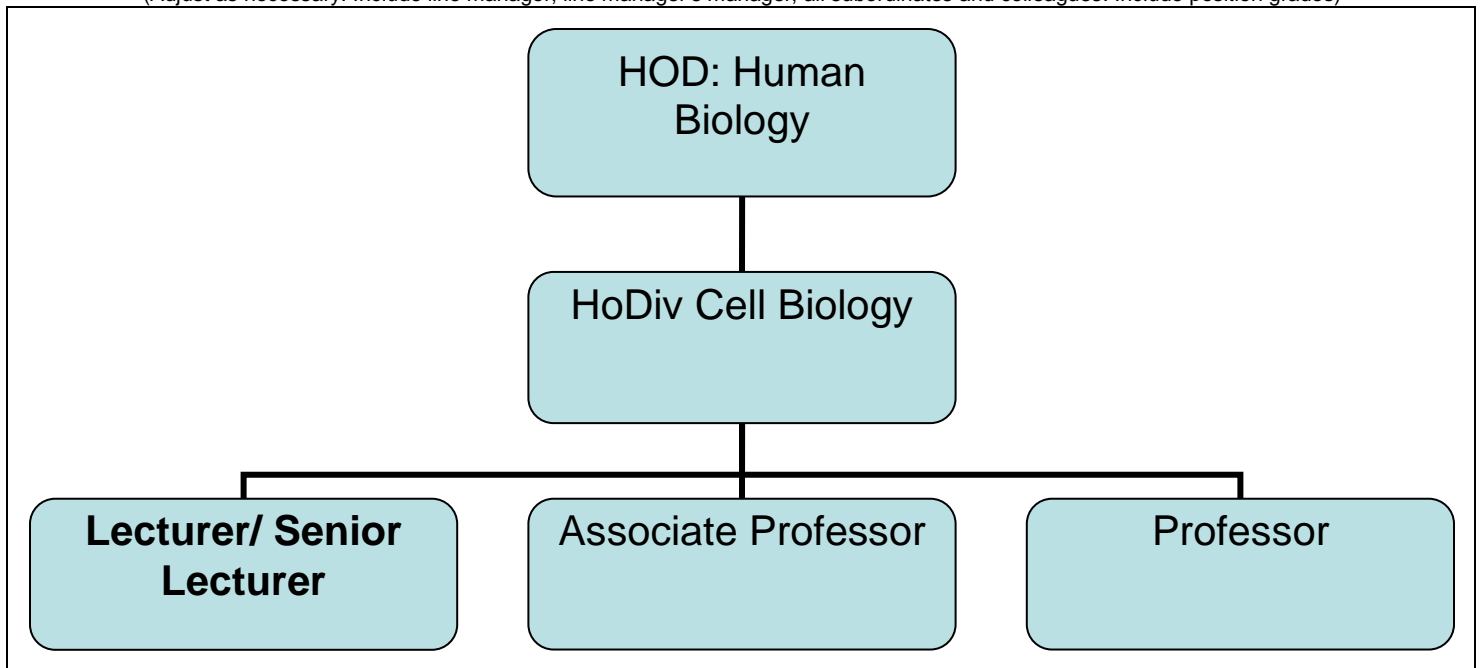
- Forms must be downloaded from the UCT website: <http://forms.uct.ac.za/forms.htm>
- This form serves as a template for the writing of position descriptions.
- A copy of this form is kept by the line manager and the position holder.

## POSITION DETAILS

Position title	Lecturer/Senior Lecturer: Cell Biology		
Job title (HR Practitioner to provide)	Lecturer/Senior Lecturer: Cell Biology		
Position grade (if known)	Lecturer/Senior Lecturer	Date last graded (if known)	
Academic faculty / PASS department	Health Sciences		
Academic department / PASS unit	Human Biology		
Division / section	Cell Biology		
Date of compilation			

## 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 deliver lectures, lead tutorials/practicals, design and supervise research projects on topics in the field of molecular and cell biology including stem cell biology, embryology/developmental biology and histology (or other related disciplines as required by the department) to BSc, MBChB and/or Health and Rehabilitation Sciences undergraduate students as well as BMedSc(Hons) and other post-graduate students. The incumbent will also be required to train and supervise MSc and PhD postgraduate students and s/he will be expected to conceptualize, lead and execute research projects in the broad discipline of cell biology. The incumbent will be expected to (i) develop/expand research collaborations and raise research funding by applying for grants from national and international funding bodies and (ii) initiate and/or participate in outreach programmes. In addition, the successful candidate will be required to perform administrative functions at Divisional, Departmental, Faculty, and University level if needed, as well as functions related to teaching and research projects e.g. convene courses, manage research teams, manage funding of research, monitor operational expenses, write progress reports etc. A further key requirement of this position is to participate in initiatives that develop an interest in science at school level and to promote public awareness of relevant research findings within the Division.

**CONTENT**

<b>Key performance areas</b>		<b>% of time spent</b>	<b>Inputs</b> (Responsibilities / activities / processes/ methods used)	<b>Outputs</b> (Expected results)
E.g.	General and office administration	25%	Takes, types up and distributes minutes and agendas for monthly departmental meeting.  Greets visitors, enquires as to the nature of their visit and directs them to the appropriate staff member.	All staff members receive an electronic copy of accurate minutes and agendas, in the departmental template/format, a week before the meeting.  Visitors are directed to appropriate staff member in a professional and efficient manner.
1	Teaching	40	Conceptualise and implement lectures, tutorials, practical experiments, assessments and research projects.	To develop new course material and teaching methods in order to promote an understanding and curiosity of molecular and cell biology, stem cell biology, embryology/developmental biology and histology as well as other appropriate disciplines in the undergraduate MBChB, Health and Rehabilitation Sciences and Science programmes, as well as the BMedSc(Hons) and other post-graduate programmes.
2	Supervision of postgraduate students	40	Conceptualize Hons, MSc and PhD research projects in the broad context of molecular and cell biology, stem cell biology and embryology/developmental biology and to lead and train postgraduate students to execute their research projects.	To increase the number of BMedSc(Hons), MSc and PhD graduates at UCT.
3	Research	10	Conceptualize, lead and execute research projects related to the broad context of molecular and cell biology, stem cell biology and embryology/developmental biology. Regularly publish scientific articles in reputable journals. Raise funds to cover costs of research projects. Attend and present at appropriate local and international conferences. Establish local and international collaborations.	To increase the publication output of UCT in peer-reviewed journals. To increase the local and international research visibility of UCT.

4	Leadership, management and administration	8	Perform administrative functions related to teaching and research (convene courses, manage research teams, actively be involved in curriculum design teams, manage funding for research, monitor operational expenses, write progress reports etc) at Divisional, Departmental and Faculty levels, and if needed, University level.	To share responsibility and contribute to the smooth functioning of the Division of Cell Biology and the Department of Human Biology by leading/managing those undergraduate and postgraduate courses/students assigned to the incumbent by the heads of Department and Division.
5	Social responsiveness	2	Participate in initiatives to expose and attract high school learners to tertiary education in the medical sciences. To communicate research findings in order to increase public awareness of research relevance.	To translate science and research findings into improvement of health and to promote awareness and understanding of achievements in molecular cell biology.

### MINIMUM REQUIREMENTS

Minimum qualifications	<ul style="list-style-type: none"> <li>• A minimum academic qualification of a PhD in Cell Biology or related field;</li> </ul>			
Minimum experience (type and years)	<ul style="list-style-type: none"> <li>• Experience in teaching embryology/developmental biology and histology;</li> <li>• A track record of publishing research outputs.</li> <li>• For the Senior Lecturer position:             <ul style="list-style-type: none"> <li>○ A minimum of five years post-PhD research experience in preferably Cell Biology;</li> <li>○ Track record of supervising post-graduate students;</li> <li>○ Evidence of management (of staff and/or research projects)</li> <li>○ Evidence of having secured research funding</li> </ul> </li> </ul>			
Skills	<ul style="list-style-type: none"> <li>• Experience in teaching, embryology/developmental biology and histology to undergraduate/postgraduate students. Experience in supervising or co-supervising postgraduate students.</li> <li>• A track record of publishing research outputs.</li> <li>• Experience in grant writing.</li> <li>• Collaboration with national/international researchers.</li> <li>• Experience in management (of staff and/or research project).</li> <li>• For Senior lecturer: Evidence of communicating with the public to raise awareness and inform them of relevant research.</li> </ul>			
Knowledge	Discipline specific knowledge in cell biology, stem cell biology/embryology/developmental biology and histology. Knowledge of academic development.			
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 <a href="#">UCT Competency Framework</a> )	Competence	Level	Competence	Level
	Building interpersonal relationships	2	Analytical thinking/problem solving	2
	Student service and support	2	University awareness	2
	Communication	2	Coaching/developing others	2
	Planning and organizing/work management	2	Creativity and Innovation	2

### SCOPE OF RESPONSIBILITY

Functions responsible for	<ul style="list-style-type: none"> <li>• Design and deliver lectures, tutorials and practicals in Molecular and Cell Biology, stem cell biology/embryology/developmental biology and Histology.</li> <li>• Formulate appropriate diagnostic, formative and summative assessments.</li> <li>• Conduct and develop a research programme in the Division of Cell Biology.</li> <li>• Supervise Honours, MSc and PhD students.</li> <li>• Perform leadership and management functions at Divisional, Departmental and Faculty, and if necessary, University level.</li> <li>• Participate in initiatives to expose and attract high school learners to tertiary education in the medical sciences and to communicate with the public to raise awareness and inform them of relevant research.</li> </ul>
Amount and kind of supervision received	Guidance and mentoring is received from the Head of Department and Head of Division.
Amount and kind of supervision exercised	<ul style="list-style-type: none"> <li>• Effective management and supervision of individuals or groups in which the incumbent functions as a leader at Divisional, Departmental, Faculty and, if required, University level.</li> <li>• Full control of teaching and learning responsibilities that has been delegated to the incumbent.</li> </ul>

Decisions which can be made	<ul style="list-style-type: none"> <li>Review and continued development of lectures, practicals and tutorials and courses that the incumbent convenes.</li> <li>Review and continued development of programmes in which the incumbent is involved and/or responsible for the management and administration.</li> </ul>
Decisions which must be referred	Anything not delegated or beyond the scope of responsibility.

#### **CONTACTS AND RELATIONSHIPS**

Internal to UCT	Members in the Division of Cell Biology, Department of Human Biology, Faculty of Health Sciences and the University.
External to UCT	N/A