



## NOTES

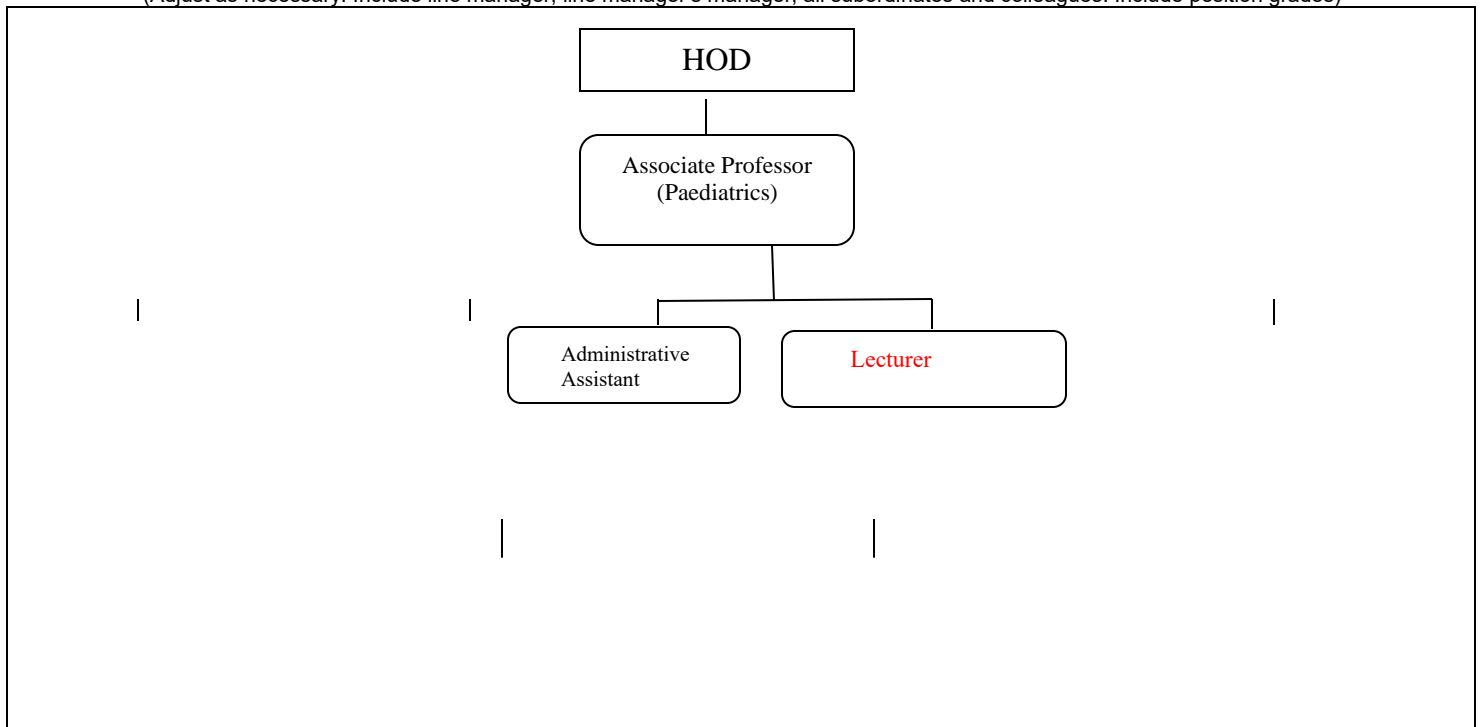
- Forms must be downloaded from the UCT website: <http://forms.uct.ac.za/forms.htm>
- This form serves as a template for the writing of position descriptions.
- A copy of this form is kept by the line manager and the position holder.

## POSITION DETAILS

Position title	Contract Lecturer		
Job title (HR Practitioner to provide)	Lecturer		
Position grade (if known)		Date last graded (if known)	
Academic faculty / PASS department	Academic faculty		
Academic department / PASS unit	Paediatrics and Child Health		
Division / section	General Paediatrics		
Date of compilation	October 2021		

## 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 assist in the academic running of the PG Diploma in Community and General Paediatrics as well as contributing to the teaching on some courses.

**CONTENT**

Key performance areas		% of time spent	Inputs (Responsibilities / activities / processes/ methods used)	Outputs (Expected results)
1	Provide support for the co-ordination of and changes to the core courses.	30%	<ul style="list-style-type: none"> <li>• Provide course-related support to the conveners</li> <li>• Work with the administrative assistant on the student support and PeopleSoft aspects of the programme</li> <li>• Provide support to students on the programmes in consultation with the convener</li> <li>• Liaise with the conveners and part-time administrator to ensure that administrative and logistical issues relating to the Programme are met e.g. Submission of Handbook entries, Leave of absence documentation, mark deadlines etc</li> <li>• Provide appropriate support to students requiring either academic related support or support for non-academic challenges including walking certain students through the learning process during their time on the programme.</li> </ul>	<p>Hold bilateral engagements with students as required</p> <p>Provide feedback to the course conveners where required or considered necessary</p> <p>Smooth running of administrative aspects of the programme</p> <p>Satisfied students</p>
2	Liaise with educational services at the University to optimise the academic standing and delivery of courses	30%	<ul style="list-style-type: none"> <li>• Interface with those working in CILT and co-ordinate the online components of the Programme:               <ul style="list-style-type: none"> <li>o Ensure integration of the courses</li> <li>o Ensure consistency in the format of the courses</li> <li>o Explore ways of improving and refining the delivery of the courses</li> </ul> </li> <li>• Liaise with those in Centre for Higher Education (CHED) to ensure that there is consistency regarding the educational aspects of the courses e.g. the matching of learning activities and learning outcomes</li> </ul>	<p>Detailed course content for teaching platforms Content that is adapted to changing needs and opportunities</p> <p>Portfolios of documents for Faculty, Institutional Planning, SAQA etc.</p>
3	. Teaching on courses as required	30%	<ul style="list-style-type: none"> <li>• Teaching students on various courses according to areas of expertise</li> <li>• Contributing to adaptation of course materials as needed</li> <li>• Participating in lecture weeks, Forums, chatrooms etc.</li> <li>• Providing student feedback and assessment</li> </ul>	<p>Effective courses</p> <p>Good student results and throughput</p> <p>Student satisfaction</p>

4	Undertake activities relating to growing the PG Diploma in Community and General Paediatrics	10%	<ul style="list-style-type: none"><li>• Recruiting students</li><li>• Presenting at conferences</li><li>• Pursuing funding</li></ul>	Working relationships developed with service partners  High levels of recruitment and throughput
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### MINIMUM REQUIREMENTS

Minimum qualifications	Degree in a health profession registerable with the HPCSA. Post graduate degree or other qualification in maternal and/or child health, family medicine or health education will be an advantage.			
Minimum experience (type and years)	3 years of experience working either in health sciences education or in child health and paediatrics, or both			
Skills	Skills in child health. Ability to teach adult learners, Interpersonal skills, Communication skills, Computer skills including common software programs, including MS Word and Excel			
Knowledge	Knowledge of child health; knowledge of educational methodologies. Knowledge of health sciences education will be an advantage.			
Professional registration or license requirements				
Other requirements	Willingness to work after hours at times			
Competencies (Refer to <a href="#">UCT Competency Framework</a> )	Competence	Level	Competence	Level
	Student service and support	2	Planning and organizing / work management	2
	Professional knowledge and skill	2	Communication, including written	2
	Teamwork/collaboration	2		
			University awareness	2

### SCOPE OF RESPONSIBILITY

Functions responsible for	Teaching, student support, analysis and scoping of programmes, developing plans
Amount and kind of supervision received	Completed tasks will be overseen by associate professor and/or programme conveners
Amount and kind of supervision exercised	Nil
Decisions which can be made	How to support the administrative assistant
Decisions which must be referred	Decisions related to existing courses to be discussed with course convener or line manager; any decisions involving financial commitments

### CONTACTS AND RELATIONSHIPS

Internal to UCT	To programme conveners, administrative assistant and postgraduate students
External to UCT	