

Position Description

Designation : Dean of Graduate School of Medicine (PUGSOM)

Department : Perdana University Graduate School of Medicine (PUGSOM)

Reports to : Deputy Chief Executive Officer and to the Vice Chancellor

Closing Date : 26 November 2018

Accountabilities:

1. Leading on strategic and operational planning, including:
 - Shaping school strategies and priorities, including periodic review of its academic programmes.
 - Ensuring that the school plans are aligned with the delivery of institutional goals.
 - Manage programmes to meet the needs of the learners.
2. Providing academic leadership that promotes a culture of excellence and enterprise, including:
 - Guide and facilitate the school overall plan for developing, implementing and evaluating programs/curricula and related policies and procedures to ensure the delivery of quality programs and compliance with relevant authorities requirements.
 - Identify the staff needs for the school by preparing for staff requisition plan in accordance to the plan for expansion of the school.
 - Chair the school committees and present reports on the school development to the authorities and also committees of the University.
3. Supervision of academic staff
 - Overseeing the allocation of teaching load among teaching staff.
 - Carry out performance review for the teaching and administrative staff for the school.
 - To propose and also to monitor the training and other staff development programme for academic staff.
4. Budget
 - Lead the preparation and management of annual budgets for the effective and efficient allocation of the school resources based on the university budget guidelines.
5. Linkages and Partnerships
 - Expands and strengthens liaisons with other educational institutions, including secondary schools to promote programmes offered by the school and also for possible sharing of resources and cooperative planning.

Requirements:

- Medical qualification that is registerable with Malaysian Medical Council especially for clinical disciplines.
- Registered with National Specialist Registry (desirable) for clinical disciplines.
- Previous academic experience and/or strong interest in medical education.
- Interest for research.
- Required to work at Perdana University, Serdang and / or at designated hospitals, clinics or workplaces associated to Perdana University.

This is not intended to be an exhaustive list of all duties and responsibilities. The employee may be required to carry out other duties and responsibilities as may reasonably be required to do so.

Application Procedure:

1. Please forward by email a letter of application clearly outlining your interest in and suitability for the post, a copy of your curriculum vitae and the contact details, including email address of three referees.
2. Kindly forward the above details to hrrecruitment@perdanauniversity.edu.my

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