

Position Description

Designation : Associate Professor in Obstetrics and Gynaecology

Reports to : Dean

Department/ : PU-RCSI School of Medicine

Branch

Effective Date : 14th December 2018

OBJECTIVE OF THE POST

The principal objective of the post is to participate in the development, direction, teaching, facilitation and examining of the undergraduate medical teaching programmes at Perdana University RCSI in the discipline area of Obstetrics & Gynaecology at Hospital Kuala Lumpur and the adjacent Grand Seasons Education Centre; Clinical Competency teaching at the University's main campus at MAEPS, Serdang. The appointee may be required to teach at other Perdana University and RCSI campuses and locations, within Malaysia and internationally.

ACCOUNTABILITIES

Specifically the duties of this post will include:

- Contributing to the teaching, facilitation and delivery of the undergraduate medical school teaching programme in the discipline area.
- Delivering programmes of instruction, including lectures, tutorials, practical activities and assessment in a discipline area for undergraduate students at Perdana University.
- Liaising closely with the Lead and relevant staff at Perdana University PU-RCSI regarding curriculum teaching and examinations.
- Evaluating and assessing student achievement in formal courses
- Advising and mentoring undergraduate students and providing advocacy as appropriate
- Maintaining records to monitor student progress, achievement and attendance
- Complying with Malaysian statutory and implementing Perdana University rules and requirements in furtherance of your own and general staff welfare and safety
- Undergoing programmes of training and development as may be required from time to time
- Representing the best interests of PU-RCSI at all times
- Performing such other related duties as may be requested from time to time

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

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.