



Position Description

POSITION DESCRIPTION

Job Title : Senior Lecturer/Associate Professor/Clinical Professor in Medicine, at
Perdana University
Reports To : Dean of School
Closing Date : 2 weeks

ACCOUNTABILITIES

Specifically the duties of this post will include:

- Contributing to the development, facilitation and delivery of the undergraduate medical school teaching programme in Medicine and allied specialties
- Delivering the curriculum in Perdana University and at its affiliated Government Hospitals including lectures, tutorials, practical activities and assessment in Medicine and allied specialties for undergraduate students at Perdana University
- Liaising closely with the Dean and Deputy Dean, and Lead in Medicine regarding curriculum development, teaching programmes and examinations
- Assist the Lead in Medicine in administering and delivering the Intermediate and Senior Cycle Medicine programme
- Contribute to the development and delivery of simulated teaching initiatives
- Assist Lead in Medicine in assessing the suitability of prospective clinical teaching sites (for Government Hospitals for delivery of the curriculum)
- Contributing to the examination and assessments of Perdana University-, including the grading of examinations, papers and projects and organising hospital-based, clinical examinations
- Contribute to research in medical education or other research areas within the discipline
- Assist the Dean and Lead in Medicine in developing postgraduate courses and examinations at Perdana University

GENERAL ACCOUNTABILITIES

- Implementing policies and decisions as determined by the Dean and Deputy Dean, Lead in Medicine and the Perdana University
- Advising and mentoring undergraduate students and providing advocacy as appropriate
- Maintaining records to monitor student progress, achievement and attendance
- Supporting students by participating in the Personal Mentor system

- Have a keen interest in lecturing and interacting with undergraduate students
- Have excellent communication skills
- Promoting innovative education technologies as appropriate to support the course content.
- As appropriate pursuing independent research or research collaborations relevant to the undergraduate medical school
- Previous experience using an e-learning/VLE systems would be an advantage.
- Preparing subject content for e-learning purposes as requested
- Ensuring course curricula and materials are kept up-to-date
- Complying with Malaysian statutory legislation and implementing Perdana University rules and requirements in furtherance of your own and general staff welfare and safety
- Representing the best interests of Perdana University at all times
- Performing such other related duties as may be requested from time to time

APPLICATION PROCEDURE:

- 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.
- 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 to do so.