



PERDANA UNIVERSITY

POSITION DESCRIPTION

Job Title: Lecturer/ Senior Lecturer/Associate Professor

Disciplines: Paediatrics

Reports To: Dean, Perdana University Graduate School of Medicine (PUGScM)

Department/Branch: Perdana University Graduate School of Medicine (PUGScM)

JOB OBJECTIVE

The principal objective of the post is to participate in the conduct and teaching the above speciality at PUGScM.

ACCOUNTABILITIES

- Contributing to the development, facilitation and delivery of the medical school teaching programme in the discipline area.
- Organising programmes of instruction, including lectures, tutorials, practical activities and assessment in a discipline area for students at Perdana University.
- Liaising closely with the Dean and relevant staff at Perdana University PUGScM regarding curriculum development, teaching programmes 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.
- Supporting students by participating in the Personal Tutor system.
- Promoting innovative education technologies as appropriate to support the course content.
- Preparing subject content for e-learning purposes as requested.
- Ensuring course curricula and materials are kept up-to-date.
- Undertaking overseas assignments as may be required.
- Complying with Malaysian statutory legislation 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 PUGScM at all times.
- Performing such other related duties as may be requested.

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

REQUIREMENTS:

- Completion of a recognised Undergraduate/post-graduate degree in the respective field of specialty.
- Five (5) years previous academic and/or post specialization clinical experience is advantageous.
- Interest for research.