

**NOTES**

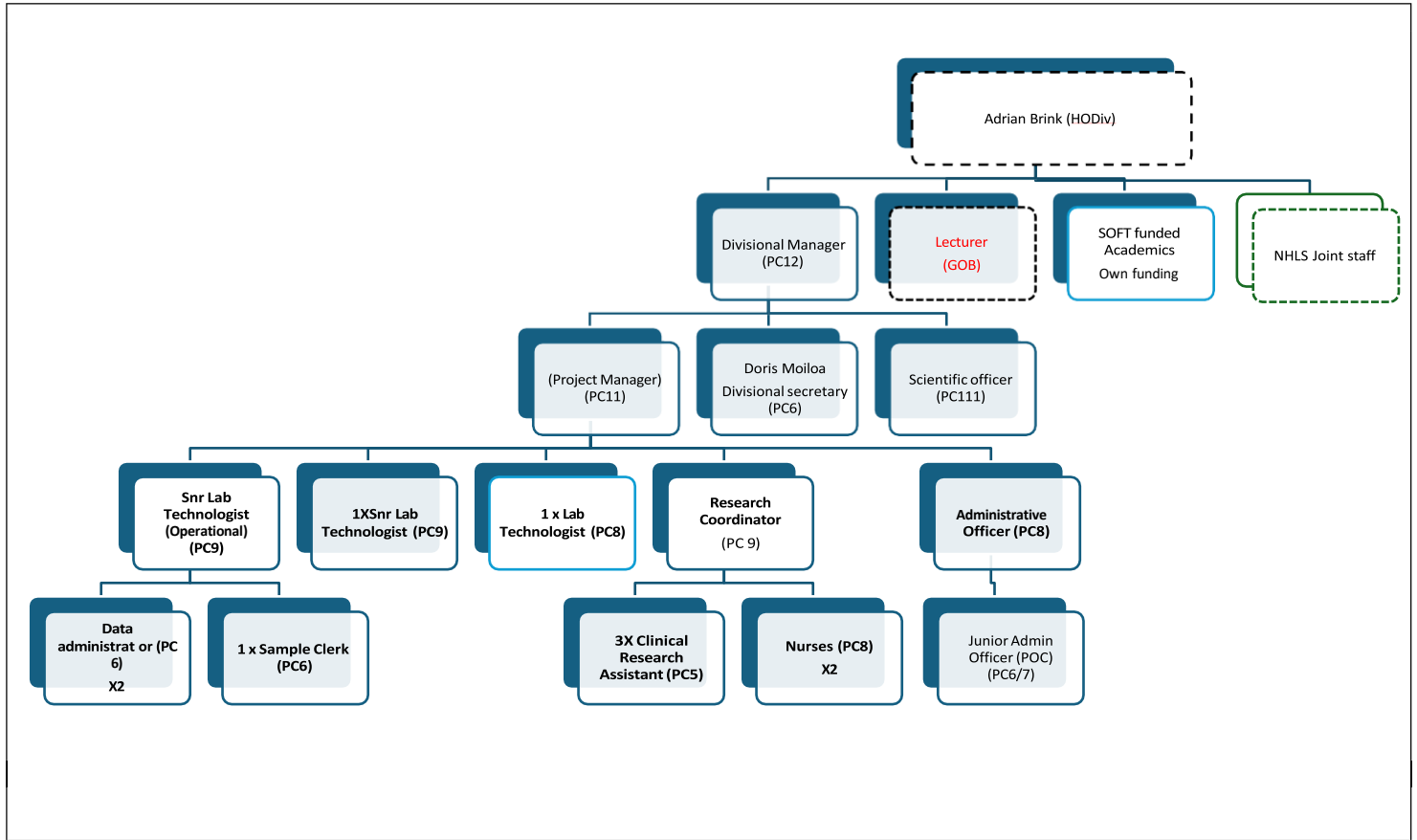
- Forms must be downloaded from the UCT website: <https://forms.uct.ac.za/forms.htm>
- This form serves as a template for the writing of position descriptions.
- A copy of this form is kept by the line manager and the position holder.

**POSITION DETAILS**

Position title	Lecturer in Medical Microbiology		
Job title (HR Business Partner to provide)			
Position grade (if known)	Lecturer	Date last graded (if known)	N/A
Academic faculty / PASS department	Faculty of Health Sciences		
Academic department / PASS unit	Pathology		
Division / section	Medical Microbiology		
Date of compilation	02/12/2024		

**ORGANOGRAM**

(Adjust as necessary. Include line manager, line manager's manager, all subordinates and colleagues. Include position grades)



## PURPOSE

The core purpose of the permanent position is to deliver lectures, teach and design and lead practical and tutorials in Medical Microbiology to undergraduates BSc, BSc (Med)(Hons) and MBChB students, to contribute to continuous revision and development of the later curriculum.

Equally pertinent, is the design of the new curriculum for the proposed BSc Infectious Diseases & Immunology, as well as to design and assist with undergraduate and postgraduate research projects (inclusive of SSM and intercalator projects). The incumbent will also be required to co-host an African Research Society preceptorship and supervise or co-supervise postgraduate MSc and PhD students & PDRFs

They will also be expected to conceptualize, lead and execute research projects in Medical Microbiology. In this regard, the incumbent will be expected to develop/expand research collaborations, develop partnerships networks in his/her specific field of research and raise research funding by applying for grants from national and international funding bodies.

In addition, the successful candidate will be required to perform administrative functions at Departmental, Faculty and University level if needed, as well as functions related to teaching and research projects as well as Divisional TEC activities e.g. convene courses, manage research teams, manage funding of research, monitor operational expenses, write progress reports and conceptualize and contribute to community outreach and other Divisional TEC initiatives

**CONTENT**

Key performance areas		% of time spent	Inputs (Responsibilities / activities / processes/ methods used)	Outputs (Expected results)
1	Teaching and Learning	50%	<ol style="list-style-type: none"> <li>1. Teaching and assessment: Conceptualise, prepare and deliver lectures, tutorials and practical experiments for undergraduate and postgraduate to BSc undergraduates, BSc Honours and MBChB students</li> <li>2. Set and mark assessments (exams, essays, tests, practical write-ups): Assess these students through designing, setting and marking assignments, tests, examinations, case studies, patient simulation and clinical panel examinations in line with module or course learning objectives.</li> <li>3. Curriculum development: Contribute significantly to the curriculum development and integration of new BSc IDI programme and other modules/courses associated with Medical Microbiology</li> <li>4. Train and supervise postgraduate students (MSc and PhD levels) in research projects related to Medical Microbiology</li> </ol>	<ul style="list-style-type: none"> <li>• To deliver good teaching and learning activities</li> <li>• To deliver timeous assessments and feedback down to students and up to management</li> <li>• To promote good teaching and learning practices</li> <li>• To actively develop (or facilitate the development) of new teaching materials and courses</li> <li>• Contributions made to the teaching community and philosophy of the Division to build and integrate teaching competencies amongst colleagues</li> <li>• Through the use of sound innovative methods and approaches, promotes discipline-related understanding and skills, a desire to learn more, as well as enables student personal growth and academic development.</li> <li>• Effective implementation of a BSc IDI program</li> <li>• Graduation of well-trained Masters and Doctoral level students in the field Medical mlcrobiology</li> </ul>

2	Research	30	<ol style="list-style-type: none"> <li>1. Conceptualize, lead and execute research projects in medical Microbiology.</li> <li>2. Supervise/co-supervise postgraduate students to execute their research projects</li> <li>3. Protocol development, data collection and analysis, publication of results, translation of findings</li> <li>4. Raise funds to cover costs of research <ol style="list-style-type: none"> <li>a. Develop / expand local and international research collaborations</li> <li>b. Raise research funding by applying for grants from national and international funding bodies</li> </ol> </li> <li>5. Regularly publish scientific articles in reputable peerreviewed journals.</li> <li>6. Attend appropriate local and international conferences to present latest research</li> </ol>	<ul style="list-style-type: none"> <li>• To contribute towards the improvement of the quality of teaching and learning materials activities in the Division</li> <li>• To increase the number of Honours, MSc and PhD graduates within the Division</li> <li>• To manage and utilise research funding and university resources to produce quality peer-reviewed research following the philosophy and policies of UCT</li> <li>• To increase the publication output of UCT</li> <li>• Establish own sustainable research programme at UCT</li> <li>• Contribute towards the research publication output of UCT.</li> <li>• Increase UCT's research visibility at local and international conferences.</li> </ul>
3	Leadership, management and administration	10	<ol style="list-style-type: none"> <li>1. Perform administrative functions at Departmental, Faculty and University level, if needed.</li> <li>2. Perform administrative functions related to teaching (convene courses)</li> <li>3. Perform administrative functions related to research projects (manage research teams, manage funding for research, monitor operational expenses, write progress reports etc).</li> <li>4. Contribute towards Medical Microbiology TEC</li> </ol>	<p>To share responsibility and contribute to the smooth functioning of the Department of Pathology and Division of Medical Microbiology by leading/managing those undergraduate and postgraduate courses assigned to the incumbent by the Head of Division.</p> <p>Liaise with Divisional Research support portfolio and Divisional Manager</p>

4	Social Responsiveness	10	<ol style="list-style-type: none"> <li>1. Translate research findings into the community, for the benefit of the public, where relevant but with emphasis on antimicrobial resistance and public awareness</li> <li>2. Engage with Medical Microbiology professional bodies</li> <li>3. Participate in community outreach initiatives such as job shadow, career pathway programs or educational sessions</li> </ol>	<ul style="list-style-type: none"> <li>• To translate research findings into improvement of health and to promote awareness and understanding of achievements in medical microbiology</li> <li>• To improve visibility of the Medical Microbiology profession outside of academia</li> <li>• To facilitate transfer of academic knowledge to the Medical microbiology profession</li> <li>• To create interest among learners to study Medical Microbiology</li> <li>• To ensure research generated in the fields of Medical Microbiology positively impacts the health of public citizens.</li> </ul>
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### MINIMUM REQUIREMENTS

Minimum qualifications	PhD in Medical Microbiology or Molecular Biology or MBChB or NQF level 9 equivalent			
Minimum experience (type and years)	<p><b>Requirements</b></p> <ul style="list-style-type: none"> <li>• A PhD in Medical Microbiology or Molecular Biology, or MBChB or NQF 9 Equivalent</li> <li>• Demonstration of having worked effectively and collaboratively as part of a team in an academic environment for a minimum of 2 years.</li> <li>• Experience in teaching at the undergraduate level as well as supervising or co-supervising postgraduate students for a minimum of 2 years is necessary.</li> <li>• A developing track record in research outputs (including peer reviewed publications or conference outputs)</li> <li>• Evidence of having co-supervised postgraduate students</li> </ul> <p><b>Advantageous</b></p> <ul style="list-style-type: none"> <li>• Degree or diploma in education</li> <li>• Demonstrated research scholarship and a record of securing independent research funding</li> <li>• First author publication in peer reviewed journal</li> <li>• Postgraduate qualification in pathology, internal medicine or infectious diseases</li> </ul>			
Skills	Supervision of undergraduate student and postgraduate students Develop and conduct research projects. Good organizational skills			
Knowledge	Knowledge in Microbiology and Molecular Biology			
Professional registration or license requirements				
Other requirements (If the position requires the handling of cash or finances, other requirements must include 'Ability to handle cash or finances'.)	Knowledge of UCT systems Shown a history of leadership roles held			
Competencies (Refer to <a href="#">UCT Competency Framework</a> ) ( <a href="#">UCT Competency Framework</a> )	Competence	Level	Competence	Level
	Building interpersonal relationships	2	Professional knowledge and skill	2
	Student service and support	2	Continuous learning	2
	Planning and organizing/work management	2	Stress tolerance	2
	Developing others	2	Analytical thinking/problem solving	2
	Communication	2	Formal presentation	2
	Teamwork / collaboration	2	Conceptual thinking	2
	Creativity and innovation	2	University awareness	2

### SCOPE OF RESPONSIBILITY

Functions responsible for	Teach on delegated courses. • Supervise/co-supervise post-graduate (Honours, Masters and Doctoral) students • Convene delegate undergraduate and postgraduate courses. • Conduct research and establish collaborative research programme • Raise research funding • Perform delegated leadership, management and administrative functions • Translate research findings for public benefit
Amount and kind of supervision received	Guidance and mentoring is received from the Head of Department and Head of Division and supported by Divisional Manager
Amount and kind of supervision exercised	Effective management and supervision of individuals or groups in which the incumbent functions as a leader at Divisional, Departmental, Faculty and University level. • Full control of teaching and learning responsibilities that have been delegated to the incumbent.
Decisions which can be made	Review and continued development of lectures and courses that the incumbent convenes. • Review and continued development of programmes in which the incumbent is involved and/or responsible for the management and administration.
Decisions which must be referred	Anything not delegated or beyond the scope of responsibility

### CONTACTS AND RELATIONSHIPS

Internal to UCT	Members in the Division of Medical Microbiology, Department of Pathology, Faculty of Health Sciences and the University
External to UCT	National Health Laboratory services and Funding related stakeholders