

Job Description

Job Title: RCSI Lead Microbiology

Location: Perdana University, Serdang, Selangor, Malaysia

Reporting to: Dean, Perdana University RCSI School of Medicine

Tenure: Whole time / 3 year appointment, with option for renewal

Objective

The principal objective of the post is to lead and participate in the development, direction, teaching, facilitation and examining of the undergraduate medical teaching programmes at Perdana University RCSI (PU-RCSI) in Microbiology. The appointee may be required to teach at other Perdana University RCSI campuses and locations, within Malaysia and internationally.

Note:

The RCSI appointee will be the Lead in the Discipline area and the appointment will be made at an appropriate level as determined by the requirements of RCSI and PU-RCSI curriculum delivery and the academic experience, qualifications and research track record of the successful applicant. Where the Lead is an academic member of staff at RCSI, their existing academic status will be maintained.

Principal Duties and Responsibilities

- Contributing to the development, facilitation and delivery of the undergraduate medical school teaching programme in the discipline area.
- Organising programmes of instruction, including lectures, tutorials, practical activities, and assessment in the discipline area for undergraduate students at PU-RCSI
- Liaising closely with the Dean and relevant staff at PU-RCSI regarding curriculum development, teaching programmes and examinations.
- Liaising with the Professor / Head of Department and staff at RCSI Dublin regarding curriculum, examinations and research matters, as appropriate.
- Evaluating and assessing student achievement in formal courses
- Implementing policies and decisions as determined by the Dean at PU-RCSI and the PU- RCSI Medical Faculty Board
- 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
- 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 at PU-RCSI
- 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 PU-RCSI at all times
- Performing such other related duties as may be requested from time to time

Person Specification

The successful candidate will possess/demonstrate the following:

- Possession of the FRC Path qualification or equivalent
- An up to date understanding of trends in undergraduate Medical Education
- Excellent teaching skills
- A proven record in undergraduate teaching, assessment and curriculum development
- Excellent understanding of the Microsoft suite, excel, powerpoint and word
- Experience working on Virtual Learning Environments (Moodle)
- Effective organisational and appropriate management skills
- Excellent communication and interpersonal skills
- Evidence of leadership and management skills
- A team player willing to show flexibility in relation to working commitments
- Excellent spoken and written English
- Sensitivity to the cultural challenges involved in delivering undergraduate education in a diverse multi-cultural environment

Application Procedure

Applications for this post must be made through the RCSI careers page www.rcsi.ie/careers. For any queries relating to the application process please contact Maggie Walshe in the HR department at maggiewalshe@rcsi.ie

Closing date for receipt of applications is the 29th of July 2016 @ 5:30pm

Informal enquiries can be made through Ms. Julie Creedon PU-RCSI Programme Office on +353-1-402 8587 or email juliecreedon@rcsi.ie.

Note: this Job Description may be subject to change to reflect the evolving requirements of RCSI in delivering its Strategy and Vision.