



## NOTES

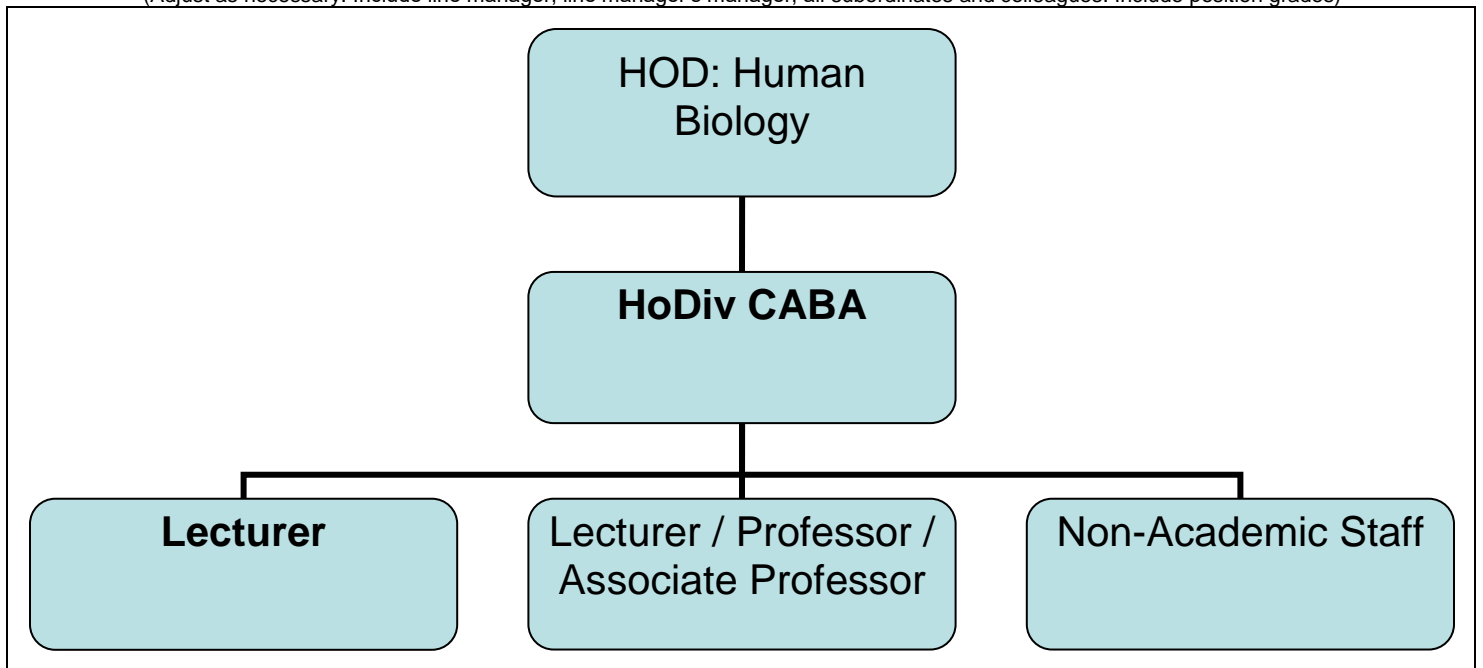
- Forms must be downloaded from the UCT website: <http://forms.uct.ac.za/forms.htm>
- This form serves as a template for the writing of position descriptions.
- A copy of this form is kept by the line manager and the position holder.

## POSITION DETAILS

Position title	Lecturer		
Job title (HR Practitioner to provide)	Lecturer: Clinical Anatomy		
Position grade (if known)	Lecturer	Date last graded (if known)	
Academic faculty / PASS department	Health Sciences		
Academic department / PASS unit	Human Biology		
Division / section	Clinical Anatomy and Biological Anthropology (CABA)		
Date of compilation			

## ORGANOGRAM

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



## PURPOSE

The main purpose of this position is to deliver lectures, lead tutorials/practicals/dissections, design and supervise research projects on topics in the field of anatomy to BSc, MBChB and/or Health and Rehabilitation Sciences undergraduate students as well as BMedSc(Hons) and other post-graduate students, and give academic input into the Intervention Programme for MBChB and H&RSc students. They will be expected to (i) develop/expand research collaborations and participate in applications for research funding and (ii) initiate and/or participate in outreach programmes as part of social responsiveness within the Institution, as well as actively contribute to the transformation imperatives of the University of Cape Town. The successful candidate will be required to perform administrative and/or leadership functions at Divisional, Departmental and Faculty levels if needed, as well as functions relating to teaching and research projects e.g. curriculum development and review, co-convene courses, participate in the management of research teams and funding of research, monitoring of operational expenses, writing progress reports etc.

**CONTENT**

Key performance areas		% of time spent	Inputs (Responsibilities / activities / processes/ methods used)	Outputs (Expected results)
1	Teaching	45	Conceptualize and implement lectures, tutorials, practical experiments, assessments and research projects. Work with cadavers in dissection halls.	To review and develop course material and teaching methods in order to promote an understanding and curiosity of clinical anatomy and embryology in the undergraduate MBChB, Health and Rehabilitation Sciences and Science programmes, as well as the BMedSc(Hons) and MSc programmes.
2	Supervision of postgraduate students	10	Conceptualize Hons and MSc research projects in clinical anatomy and to lead and train postgraduate students to execute their research projects.	To increase the number of Honours and Masters graduates at UCT.
3	Research	30	Conceptualize and execute research projects related to the broad context of anatomy. Regularly publish scientific articles in reputable journals. Attend and present at appropriate local and international conferences. Establish local and international collaborations. Initiate and contribute to collaborative research projects within the division/department/faculty/university and external collaborators.	To increase the publication output of UCT in peer-reviewed journals. To increase the local and international research visibility of UCT. To strengthen the research profile of the department.
4	Leadership, management and administration	10	Perform administrative functions related to teaching, research and other areas (membership of FHS committees, co-convene courses, assist with the management of a research team, be actively involved in curriculum design and review teams, manage funding for research, monitor operational expenses of these research funds, write progress reports etc) at Divisional, Departmental and Faculty levels.	To share responsibility and contribute to the smooth functioning of the Division of Clinical Anatomy and Biological Anthropology in the Department of Human Biology by assisting with leading/managing those undergraduate and postgraduate courses/students, as well as other leadership and administrative responsibilities assigned to the incumbent by the heads of Department and Division.

5	Social responsiveness and Transformation	5	Initiate social responsiveness activities within the Institution, as well as actively contribute to the transformation imperatives of the University of Cape Town.	To translate science and research findings into improvement of health and to promote awareness and understanding of achievements in anatomy and related disciplines. Actively contribute to the transformation imperatives of the University of Cape Town.
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### MINIMUM REQUIREMENTS

Minimum qualifications	A minimum of an MSc in Anatomy or closely related field, or an appropriate clinical degree;			
Minimum experience (type and years)	Experience in teaching clinical anatomy and embryology to undergraduate and/or postgraduate students; A developing track record in research outputs.			
Skills	<ul style="list-style-type: none"> <li>• A developing track record in research publications and conference presentations in clinical anatomy, biology anthropology, or related fields.</li> <li>• A developing track record in the supervision of graduated Honours and Masters students</li> <li>• Evidence of having secured research funding to support their research activities</li> <li>• Experience in teaching anatomy to undergraduate and postgraduate students</li> <li>• Developing experience in the management of research projects</li> <li>• Experience in meaningful participation within the tertiary education sector</li> <li>• Evidence of successful undergraduate teaching anatomy to clinical and science students.</li> <li>• Collaboration with national/international researchers</li> <li>• Evidence of communicating with the public to raise awareness and inform them of relevant research</li> </ul>			
Knowledge	Discipline specific knowledge in anatomy Knowledge of academic development.			
Professional registration or license requirements	N/A			
Other requirements (If the position requires the handling of cash or finances, other requirements must include 'Honesty to handle cash or finances'.)	N/A			
Competencies (Refer to <a href="#">UCT Competency Framework</a> )	Competence	Level	Competence	Level
	Building interpersonal relationships	2	Analytical thinking/problem solving	2
	Student service and support	2	University awareness	2
	Communication	2	Coaching/developing others	2
	Planning and organizing/work management	2	Creativity and Innovation	2

### SCOPE OF RESPONSIBILITY

Functions responsible for	<ul style="list-style-type: none"> <li>• Design and deliver lectures, tutorials and practical sessions in Clinical Anatomy</li> <li>• Formulate appropriate diagnostic, formative and summative assessments.</li> <li>• Co-convene undergraduate courses</li> <li>• Conduct and develop a research programme in the Division of Clinical Anatomy and Biology Anthropology.</li> <li>• Supervise Honours and MSc.</li> <li>• Perform administrative and committee membership functions at Divisional, Departmental and Faculty levels.</li> <li>• Participate in initiatives to expose and attract high school learners to tertiary education in the medical sciences and to communicate with the public to raise awareness and inform them of relevant research.</li> </ul>
Amount and kind of supervision received	Guidance and mentoring is received from the Head of Division.
Amount and kind of supervision exercised	<ul style="list-style-type: none"> <li>• Full participation and some control of teaching and learning responsibilities that have been delegated to the incumbent.</li> </ul>
Decisions which can be made	<ul style="list-style-type: none"> <li>• Review and continued development of lectures, practicals and tutorials and courses that the incumbent co-convenes.</li> <li>• Review and continued development of teaching programmes in which the incumbent is involved.</li> </ul>
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 Clinical Anatomy and Biology Anthropology, Department of Human Biology, Faculty of Health Sciences and the University.
External to UCT	N/A