Lecturer – Head: GEMP 1&2 (AC08)

Unit for Undergraduate Medical Education (UUME)

The Unit for Undergraduate Medical Education (UUME) in the School of Clinical Medicine in the Faculty of Health Sciences invites applications from suitably qualified individuals, who have a true passion for medical education for appointment to a full-time Academic Coordinator post.

Main purpose of the job

The main purpose of this position is to coordinate, oversee and support all teaching and administrative activities for the MBBCH III and IV (GEMP I and II) programmes. Additional duties are specified in the "Key performance areas" section below.

Location

Wits Parktown Health Sciences Campus, Parktown, Johannesburg

Key Performance areas

- Take responsibility for the coordination of all teaching and administrative activities for the MBBCH III and IV (GEMP I and II) programmes, with particular emphasis on the delivery and quality assurance of the teaching and assessments. This will involve liaising with students, teaching staff, administrators and the Faculty Office of Student Support, amongst others.
- Liaising with other faculties and departments, clinical and basic sciences.
- Overseeing, coordinating, facilitating block meetings and the timetable for the smooth flow of each block
- Monitor student academic performance and act as a first point of contact for students to access University support
    - Support with bursaries, tutors and general overall well-being of students
- Participate in programme reviews and accreditation processes
- Line manage colleagues in the GEMP 1 and 2 Office, which includes administrators, case application and clinical educators academics
- Coordinate clinical visits in collaboration with Family Medicine
- Serve as a member of the Senior Management team in UUME
- Serve on Faculty and University committees as necessary
- Collaborations, or innovations for the curriculum based on sound pedagogical practice.
- Participate in Health Science Education research, present findings at conferences and publish in the field
- Supervise undergraduate and post-graduate research as appropriate
- Assist staff in the UUME GEMP 1 & 2 platform including assessment office, clinical skills etc.

Minimum requirements to apply for this position:

The successful applicant must have:

- Health professional degree (MBBCh or Dentistry)
- Masters degree in Health Sciences Education, completed or nearing completion
- At least 5 years' experience in:
    - teaching in a health sciences discipline at undergraduate level
      OR
    - a Health science education/ medical education unit at a tertiary institution.
- Academic administrative experience and membership of Faculty/University level committees

Abilities, qualifications or experience that would be an advantage in your application

- Experience in coordination in a higher education institution
- Previous experience with assessment, curriculum development and evaluation, and student support

Desirable personal abilities of the successful applicant

- Good leadership skills
- Team player with a heart for collaborative approach to delivering goals.
- Passionate and enthusiastic individual with a strong task focus
- Good administrative skills with working knowledge of Microsoft Office
- Positive work attitude and keen to engage with students
- Self-motivated, able to work independently and work as part of the UUME team
- Able to work under pressure and adhere to deadlines
- Good interpersonal skills, tactful, respectful, non-judgmental and punctual

General enquiries regarding this vacancy can be directed to Prof Mantoa Mokhachane at Mantoa.Mokhachane@wits.ac.za

To apply:

Please submit the following documents on http://www.wits.ac.za/vacancies/ or for internal applicants https://irec.wits.ac.za

- A cover letter outlining your interest and suitability for this **Lecturer position**
- A detailed CV, including contact details, names, telephone numbers and email addresses of 3 referees, which one of the referees must be your current or recent line manager.
- Certified copies of qualifications including Matric.
- South African identity document or passport and permit.