



## NOTES

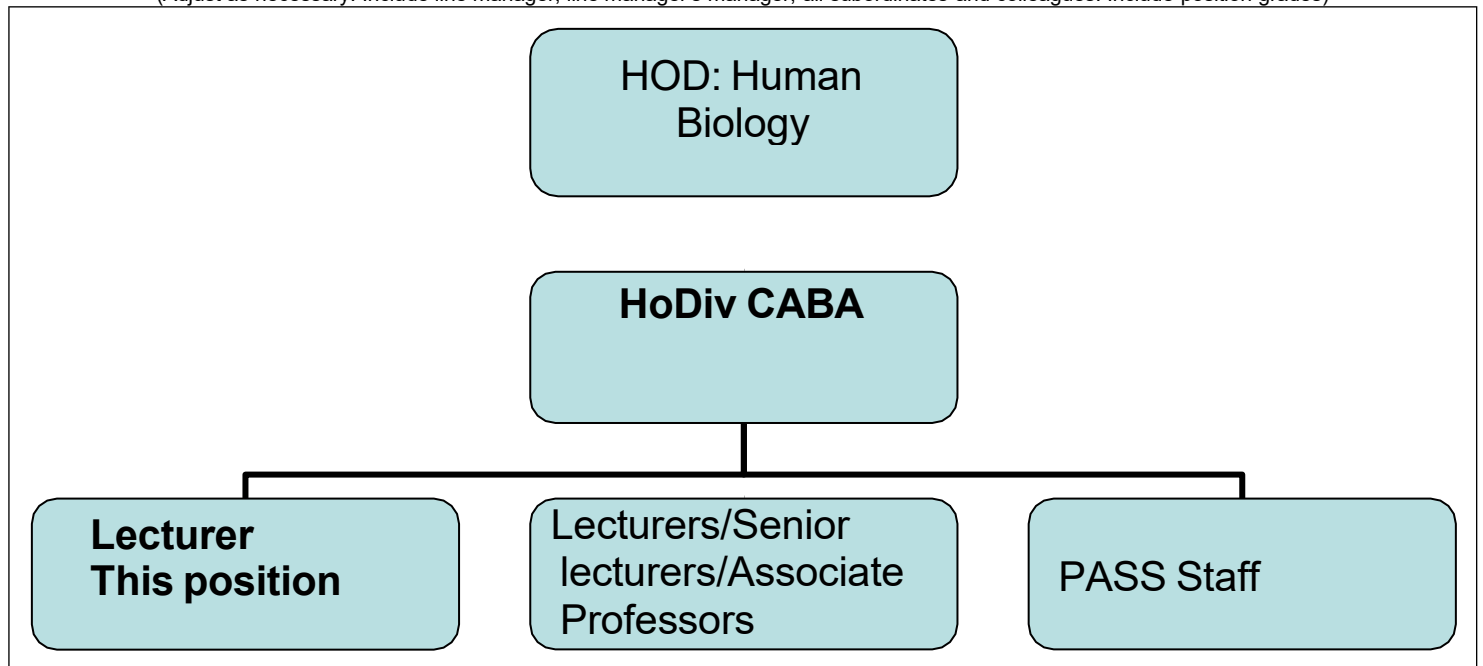
- Forms must be downloaded from the UCT website: <http://forms.uct.ac.za/forms.htm>
- This form serves as a template for the writing of position descriptions.
- A copy of this form is kept by the line manager and the position holder.

## POSITION DETAILS

Position title	Lecturer		
Job title (HR Practitioner to provide)	Lecturer: Anatomical Sciences		
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	31 July 2024		

## 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 and lead tutorials and practical/ dissection sessions for BSc, MBChB and/or Health and Rehabilitation Sciences undergraduate students, including for the extended degree/ augmented support programmes, and postgraduate programmes. In addition, to design and supervise research projects on topics in the field of human anatomical sciences for BMedSc (Hons) and other post-graduate students in the Clinical Anatomy and Biological Anthropology Division.

In addition, the successful candidate will be expected to

- develop research collaborations and participate in applications for research funding and
- participate in outreach programmes as part of social responsiveness within the department, as well as actively contribute to the transformation imperatives of the University of Cape Town.
- to perform administrative and/or leadership functions at Divisional and Departmental levels as needed, relating to teaching and research projects.

**CONTENT**

<b>Key performance areas</b>		<b>% of time spent</b>	<b>Inputs</b> (Responsibilities / activities / processes/ methods used)	<b>Outputs</b> (Expected results)
1	Teaching	50	Conceptualize and implement lectures, tutorials, practical activities (including in the dissection halls), assessments and research projects related to human anatomy.	To review and develop course material and teaching methods in order to promote an understanding and curiosity of clinical anatomy 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 or biological anthropology 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	25	Conceptualize and execute research projects related to the broad context of anatomy or biological anthropology. Regularly publish scientific articles in reputable journals. Attend and present at appropriate local and international conferences. Establish local and national collaborations. Contribute to collaborative research projects within the division/department/faculty/university and with external collaborators.	To increase the publication output of UCT in peer-reviewed journals. To increase the local and national 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 at Divisional, Departmental and Faculty levels: 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.	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	Participate in social responsiveness activities within the department, 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.

### MINIMUM REQUIREMENTS

Minimum qualifications	MSc in Anatomy or closely related field, AND an appropriate clinical degree.			
Minimum experience (type and years)	2 years of experience in teaching clinical anatomy 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, and/or related fields.</li> <li>• A developing track record in the supervision of graduated Honours and Masters students</li> <li>• Developing experience in the management of research projects</li> <li>• Experience in meaningful participation within the tertiary education sector</li> <li>• Collaboration with local and national researchers.</li> </ul>			
Knowledge	Discipline specific knowledge in anatomy and dissection.			
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
	Teamwork and 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>• Convene/Co-convene undergraduate courses.</li> <li>• Conceptual contribution to the team regarding curricular development.</li> <li>• Conduct and develop a research programme in the Division of Clinical Anatomy and Biology Anthropology.</li> <li>• Supervise Honours and MSc research projects.</li> <li>• Perform administrative and management duties at Divisional and Departmental levels.</li> <li>• Participate in initiatives to expose and attract high school learners to tertiary education in the health 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

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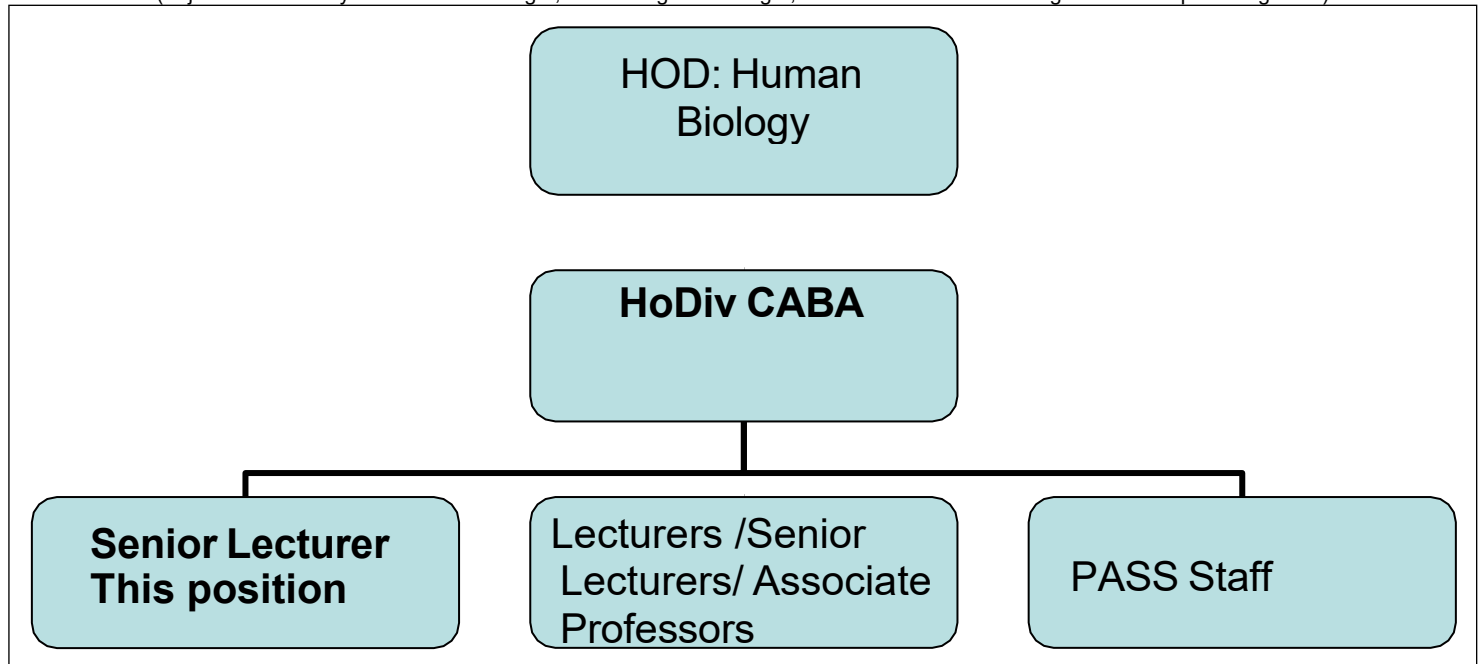
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**POSITION DETAILS**

Position title	Senior Lecturer		
Job title (HR Practitioner to provide)	Senior Lecturer: Anatomical Sciences		
Position grade (if known)	Senior 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	31 July 2024		

**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 and lead tutorials and practical/ dissection sessions for BSc, MBChB and/or Health and Rehabilitation Sciences undergraduate courses, including for the extended degree/ augmented support programmes, and postgraduate programmes. In addition, to design and supervise research projects on topics in the field of human anatomical sciences for BMedSc (Hons) and other post-graduate students in the Clinical Anatomy and Biological Anthropology Division.

In addition, the successful candidate will be expected to

- (i) develop/expand research collaborations and participate in applications for research funding and
- (ii) initiate and 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.
- (iii) 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	50	<p>Classroom- and Dissection hall-based curriculum delivery</p> <p>Contextually relevant curriculum development, design and review at undergraduate and postgraduate levels, supporting and leading innovations in the development and design of teaching and learning activities, including assessments.</p> <p>Monitoring of student engagement with learning tasks.</p> <p>Participation in educational workshops and/or courses</p>	<p>To review, develop and deliver course material and teaching methods that promote an understanding of and curiosity about clinical anatomy in the undergraduate MBChB, Health and Rehabilitation Sciences and Science programmes, as well as the BMedSc(Hons) and MSc programmes.</p>
2	Supervision of postgraduate students	10	<p>Conceptualize Hons and MSc research projects in clinical anatomy or biological anthropology and lead and train postgraduate students to execute their research projects.</p>	<p>To increase the number of Honours and Masters graduates at UCT.</p>
3	Research	25	<p>Conceptualize and execute research projects related to the broad context of anatomy or biological anthropology.</p> <p>Regularly publish scientific articles in reputable journals. Attend and present at appropriate local and international conferences.</p> <p>Establish local and international collaborations.</p> <p>Initiate and contribute to collaborative research projects within the division/department/faculty/university and external collaborators.</p>	<p>To increase the publication output of UCT in peer-reviewed journals.</p> <p>To increase the local and international research visibility of UCT.</p> <p>To strengthen the research profile of the department.</p>
4	Leadership, management and administration	10	<p>Perform administrative functions related to teaching, research and other areas (membership of FHS committees, 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.</p>	<p>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.</p>
5	Social responsiveness and Transformation	5	<p>Initiate social responsiveness activities within the Institution, as well as actively contribute to the transformation imperatives of the University of Cape Town.</p>	<p>To translate science and research findings into improvement of health and to promote awareness and understanding of achievements in anatomy and related disciplines.</p> <p>Actively contribute to the transformation imperatives of the University of Cape Town.</p>

### MINIMUM REQUIREMENTS

Minimum qualifications	PhD in Anatomy or closely related field, AND an appropriate clinical degree.			
Minimum experience (type and years)	5 years of experience in teaching clinical anatomy to undergraduate and/or postgraduate students. A track record in research outputs.			
Skills	<p>A track record in research publications and conference presentations in clinical anatomy, biology anthropology, or related fields.</p> <p>A track record in the supervision of graduated Honours and Masters students and in the management of research projects</p> <p>Evidence of having secured research funding to support their research activities.</p> <p>Experience in the management of research projects</p> <p>Experience in meaningful participation within the tertiary education sector</p> <p>Collaboration with national/international researchers</p>			
Knowledge	<p>Discipline specific knowledge in Anatomy and dissection.</p> <p>Knowledge of academic development.</p>			
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 and teamwork	2	Analytical thinking/problem solving	2
	Student service and support	2	University awareness	2
	Communication and collaboration	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>• Convene undergraduate course/s.</li> <li>• Conduct and develop a research programme in the Division of Clinical Anatomy and Biology Anthropology.</li> <li>• Supervise Honours and MSc research projects.</li> <li>• Perform administrative, management and committee membership functions at Divisional, Departmental and Faculty levels.</li> <li>• Initiate and 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, mentoring, and performance assessment is received from the Head of Division.
Amount and kind of supervision exercised	The individual liaises with the design team and year convener when making decisions regarding course curricula. The individual reports to the head of division.
Decisions which can be made	<ul style="list-style-type: none"> <li>• Review and continued development of lectures, practicals tutorials and assessments for courses that the incumbent convenes.</li> <li>• Review and continued development of teaching programmes in which the incumbent is involved, in discussion with the design team and year convenor for the programme.</li> </ul>
Decisions which must be referred	Anything not delegated or beyond the scope of responsibility, e.g. ethical issues pertaining to students.



**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