



NOTES

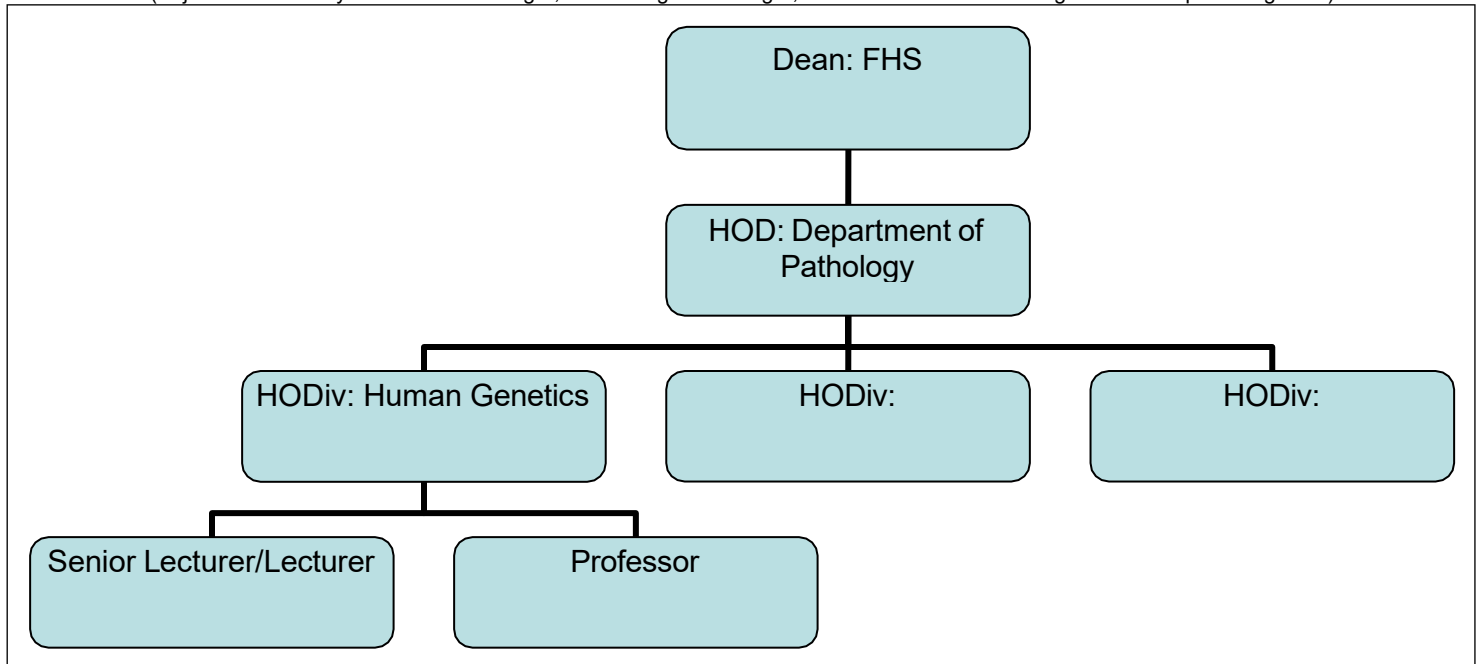
- Forms must be downloaded from the UCT website: <http://forms.uct.ac.za/forms.htm>
- This form serves as a template for the writing of position descriptions.
- A copy of this form is kept by the line manager and the position holder.

POSITION DETAILS

Position title	Lecturer/Senior Lecturer in Human Genetics		
Job title (HR Business Partner to provide)			
Position grade (if known)	Lecturer/Senior Lecturer	Date last graded (if known)	
Academic faculty / PASS department	Faculty of Health Science		
Academic department / PASS unit	Department of Pathology		
Division / section	Division of Human Genetics		
Date of compilation	20 September 2022		

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, teach and lead tutorials in Bioinformatics related to human genomics to undergraduate MBChB students as well as design/supervise research projects and teach topics in Molecular Genetics to BSc (Med) (Hons) students, and provide training to staff in Human Genetics and other disciplines. The incumbent will also be required to train and supervise postgraduate MSc and PhD students and s/he will be expected to conceptualize, lead and execute research projects related to Bioinformatics/Human Genomics. In addition, s/he is expected to provide bioinformatics expertise and data analytics to staff in the Division of Human Genetics. The incumbent will be expected to develop/expand research collaborations, develop partnerships and 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 Divisional, Departmental, Faculty and University level if needed, as well as functions related to teaching and research projects e.g. convene courses, manage research teams, manage funding of research, monitor operational expenses, write progress reports.

CONTENT

Key performance areas		% of time spent	Inputs (Responsibilities / activities / processes/ methods used)	Outputs (Expected results)
1	Teaching and Learning	40	<p>research projects</p> <ul style="list-style-type: none"> - Review course content and materials on a regular basis, updating when required. - Ensure that course design and delivery comply with the quality standards and regulations of the university and the department. 	To promote good student understanding of genetics and its relevance to their medical training and their performance in the relevant courses
2	Research	40	<ul style="list-style-type: none"> - Conceptualise, lead and execute research projects in biomedical sciences, lead and supervise postgraduate students to execute their research projects - (Protocol development, data collection and analysis, publication of results, translation of findings). - Obtain research grants and collaborate on research project to fund research projects, especially amongst staff in the Division of Human Genetics - Publish results in international journals - Promote research and development capacity of programme. 	<p>To increase the number of MSc and PhD graduates at UCT</p> <p>To increase the publication output of UCT</p> <p>To improve collaboration in the Division of Human Genetics</p>
3	Leadership, management and administration	10	<p>Perform administrative functions at Departmental, Faculty and University level, if needed, and related to teaching and research projects (convene courses, manage research teams, manage funding for research, monitor operational expenses, write progress reports etc.).</p> <p>Convenorship of the BSc Med (Hons) programme in Human Genetics</p>	To share responsibility and contribute to the smooth functioning of the Division of Human Genetics and Department of Pathology by leading/managing those undergraduate and postgraduate courses/students assigned to the incumbent by the head of Division.
4	Social responsiveness	10	Translate research findings into the community, for the benefit of the public, where relevant	To translate research findings into improvement of health and to promote awareness and understanding of achievements in biomedical research.

MINIMUM REQUIREMENTS

Minimum qualifications	PhD			
Minimum experience (type and years)	A minimum academic qualification of a PhD in Genetics/Bioinformatics, with advanced training and experience in human genomics-related Bioinformatics. A proven track record in research publications. Experience in teaching genetics/bioinformatics at undergraduate and postgraduate level. Experience in supervising or co-supervising postgraduate students (Masters and PhD). Experience in management of research projects.			
Skills	Undergraduate and postgraduate teaching and research supervision <ul style="list-style-type: none"> • Practice learning supervision of students • Curriculum development and review • Development of appropriate teaching and learning materials • Administrative duties at Division and Departmental level • Networking and fostering relationships with colleagues and potential practice learning sites • Course and year convening at undergraduate and / or postgraduate level • Leadership, management and administrative skills • Scholarly engagement with the public and communities 			
Knowledge	Appropriate knowledge in Human Genetics and Bioinformatics, Research Management			
Professional registration or license requirements	N/A			
Other requirements (If the position requires the handling of cash or finances, other requirements must include 'Ability to handle cash or finances'.)	Integrity to handle finances			
Competencies (Refer to UCT Competency Framework)	Competence	Level	Competence	Level
	Conceptual Thinking	3	Student service and support	3
	Analytical Thinking / Problem Solving	3	Coaching/developing others	3
	Planning & Organising/Work Management	3	Creativity and Innovation	3
	Teamwork / Collaboration	3	Communication in writing and verbal – individually and in teams	3

SCOPE OF RESPONSIBILITY

Functions responsible for	Developing lectures & tutorials; delivering lectures & tutorials; full spectrum of assessment; course convening; raising research funding through grant writing; developing research programme and pursuing research; supervising research students (at Hons, MSc and PhD level); managing PG students; managing research funds within prescripts of institutional requirements; administrative and management duties specified by HOD; involvement in Social Responsiveness activities and support transformation.
Amount and kind of supervision received	The individual reports to the undergraduate and post-graduate programme convener who liaises with the head of division
Amount and kind of supervision exercised	Decisions can be made regarding content and curricula as they relate to work practice.
Decisions which can be made	Decisions can be made regarding content and curricula as they relate to work practice.
Decisions which must be referred	Ethical issues pertaining to students.