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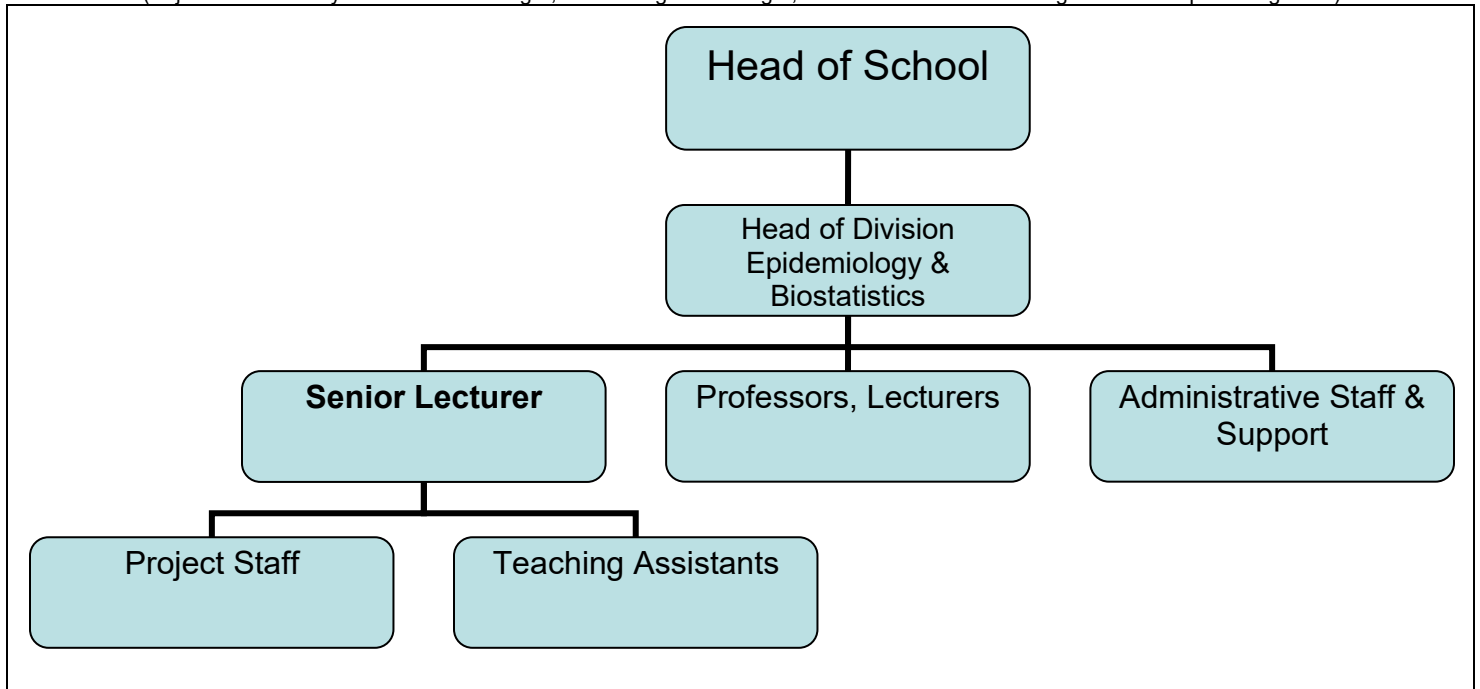
- Forms must be downloaded from the UCT website: <http://forms.uct.ac.za/forms.htm>
- This form serves as a template for the writing of position descriptions.
- A copy of this form is kept by the line manager and the position holder.

POSITION DETAILS

Position title	Senior Lecturer: Epidemiology and Biostatistics		
Job title (HR Business Partner to provide)	Senior Lecturer		
Position grade (if known)	Academic	Date last graded (if known)	
Academic faculty / PASS department	Health Sciences		
Academic department / PASS unit	School of Public Health & Family Medicine		
Division / section	Epidemiology & Biostatistics		
Date of compilation	1 Jan 2023		

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 undertake teaching and research activities in the Division of Epidemiology and Biostatistics. In particular, for research the incumbent will be expected to: (a) contribute to the design and implementation of teaching and supervision activities in the Division and School/Faculty more broadly, and (b) develop their own research activities and, eventually, research programme, in a field relevant to the burden of disease in South Africa, all in keeping with advanced training in epidemiologic methods. For teaching, the incumbent will be expected to lecture as requested on UG and/or PG courses on topics related to epidemiology, biostatistics and/or public health issues more generally; convene MPH or other courses with appropriate guidance and support from programme convenors; convene degree programmes including oversight of student enrollment, registration and throughput as well as administrator supervision; and supervise student research, in particular Masters and/or Doctoral students. Please note that this job description is not an exhaustive list of all the tasks and, in a changing environment, the specific tasks assigned may differ in detail, but the level of responsibility and overall nature of the work will remain.

CONTENT

Key performance areas		% of time spent	Inputs (Responsibilities / activities / processes/ methods used)	Outputs (Expected results)
E.g.	General and office administration	25%	<p>Takes, types up and distributes minutes and agendas for monthly departmental meeting.</p> <p>Greets visitors, enquires as to the nature of their visit and directs them to the appropriate staff member.</p>	<p>All staff members receive an electronic copy of accurate minutes and agendas, in the departmental template/format, a week before the meeting.</p> <p>Visitors are directed to appropriate staff member in a professional and efficient manner.</p>
1	Teaching & Learning	35%	<p>Develop, convene and teach MPH / MSc courses in Epidemiology and Biostatistics</p> <p>Identification and development of new teaching & learning opportunities</p>	<p>High-quality and appropriate classroom teaching that strengthens students conceptual thinking and practical skills in epidemiology and biostatistics</p> <p>Contribute when required to additional teaching activities in SPH and FHS in areas of expertise</p> <p>Contribute to the strengthening and transformation of teaching & learning activities in the Division/School through new approaches, materials and methods</p>
2	Student supervision	25%	<p>Directly supervise Masters and Doctoral students working on projects in the broad field of epidemiology and public health broadly</p>	<p>High-quality Masters and Doctoral student supervision to completion</p> <p>Suitable throughput of postgraduate students in the Division</p> <p>Advance transformation through the development of postgraduate students</p>
3	Research	25%	<p>Conceptualise and carry out a programme of research in the broad field of epidemiology, with specific focus on the ORCHID project and related work in infections and non-communicable diseases epidemiology</p> <p>Build appropriate research collaborations within & outside UCT (including within SPH&FM)</p> <p>Fundraise for new research-related activities as required</p> <p>Develop new research opportunities for PG students in areas of interest</p>	<p>A highly productive programme of research within the field with appropriate funding to support projects</p> <p>Appropriate internal and external collaborations to develop and support research, particularly for junior researchers</p>
4	Leadership, management and administration	10%	<p>Contribute to Division, School, Faculty and University management and administration when requested.</p> <p>Representation of the Division in School, Faculty and University structures, as required. Convene academic programmes in the Division when required.</p>	<p>Effective management of academic and PASS staff, including mentoring of staff when appropriate, and efficient operations of the Division and the academic programmes within it.</p>

5	Social responsiveness	5%	Identify and engage in appropriate social engagement activities which extend aspects of the teaching/learning and/or research mandates of the Division to a broader set of stakeholders outside the university	Engagement with different categories stakeholders on issues related to the teaching/learning and/or research activities in the Division. Possible stakeholders may include local communities, government structures, non-governmental organizations, and/or national or international bodies.
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MINIMUM REQUIREMENTS

Minimum qualifications	<ul style="list-style-type: none"> • PhD or equivalent in epidemiology or a PhD in a related discipline with advanced training in epidemiologic methods 			
Minimum experience (type and years)	Requirements for the job: <ul style="list-style-type: none"> • At least 3 years' experience in postgraduate lecturing in epidemiology • Experience in developing and refining materials for training in epidemiology at under- and/or post-graduate levels • Experience in postgraduate student supervision in epidemiology, including students graduated at Masters and/or Doctoral levels • A strong orientation in epidemiologic research with application to public health issues relevant to sub-Saharan Africa • Evidence of research independence and/or fundraising for research • Demonstrated track record in investigator-led epidemiologic research, including a coherent research focus with ongoing research activities and demonstrated research outputs • Excellent communication and interpersonal skills including effective team building and teamwork skills • Comfortable managing relationships with high-level stakeholders and senior leadership • Ability to work under tight deadlines and deliver high quality work • Highly organized, self-motivated and effective in delivering on set objectives • Detail-orientation with the ability to identify and implement creative solutions • Experience in academic administration such as course convening and/or Divisional/Departmental management 			
Skills	As above			
Knowledge	As above			
Professional registration or license requirements	None			
Other requirements (If the position requires the handling of cash or finances, other requirements must include 'Ability to handle cash or finances'.)	None			
Competencies (Refer to UCT Competency Framework)	Competence	Level	Competence	Level
	Analytical thinking / Problem solving	3	Building interpersonal relationships	2
	Client / student service and support	2	Communication	3
	Conceptual thinking	2	Creativity and innovation	3
	Planning and organizing / work management	3	Teamwork / collaboration	3
	Coaching / Developing others	2	University awareness	2