

**NOTES**

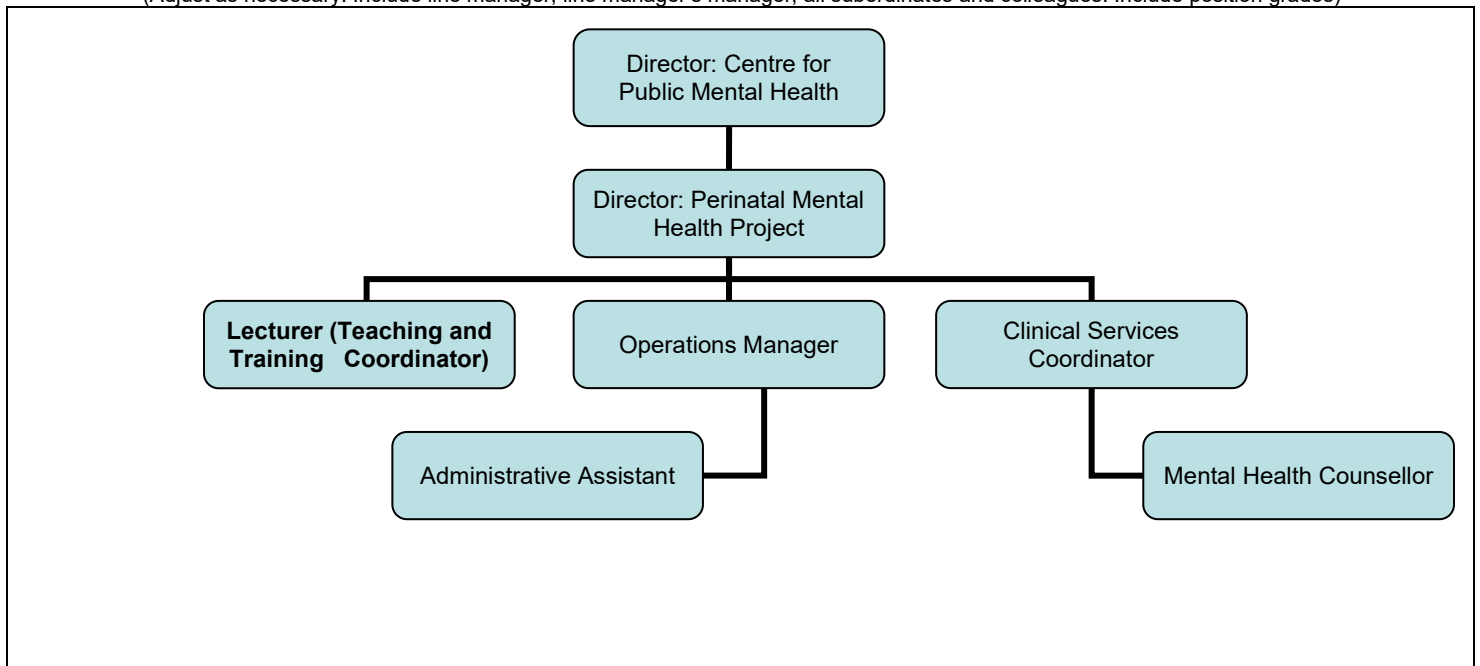
- Forms must be downloaded from the UCT website: <http://forms.uct.ac.za/forms.htm>
- This form serves as a template for the writing of position descriptions.
- A copy of this form is kept by the line manager and the position holder.

**POSITION DETAILS**

Position title	Lecturer		
Job title (HR Business Partner to provide)	Lecturer (Teaching and Training Coordinator)		
Position grade (if known)	Lecturer	Date last graded (if known)	
Academic faculty / PASS department	Health Sciences		
Academic department / PASS unit	Psychiatry and Mental Health		
Division / section	Perinatal Mental Health Project, Centre for Public Mental Health		
Date of compilation	April 2024		

**ORGANOGRAM**

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



**PURPOSE**

The Perinatal Mental Health Project (PMHP) generates innovative solutions to tackle widespread mental health conditions among antenatal and postpartum women in poor communities. By leveraging cost-effective, evidence-based approaches, we aim to transform cycles of emotional distress and social adversity into cycles of emotional wellbeing and optimal human development.

Our five focus areas work in a mutually reinforcing way. They are: Advocacy for Action, Systems Strengthening, Knowledge Generation, Capacity Building and Organisational Development and Sustainability.

For the **Capacity Building** focus area of the PMHP, we would like to increase our work in the building of knowledge capital to include wider and deeper training of managers and providers working in the Departments of Health and Social Development and the NGO sector. We would like to expand our work with UCT undergraduate and postgraduate

students and collaborate with other Higher Education Institutions and governmental in-service training bodies for developing large scale teaching and training programmes that may operate independently of PMHP.

The incumbent will work closely with Director of the PMHP as well as staff members working across all focus areas. The incumbent will:

- play a role in developing custom curricula and teaching and trainings for PMHP partners
- register and co-ordinate teaching and training activities and facilitate/co-lead teaching and training events
- play an active role in engaging with existing and potential beneficiary organisations to conduct needs assessments and develop mutually beneficially contractual arrangements with the possibility of generating income for PMHP
- develop bespoke resources and refine existing resources; develop competency assessments and ongoing learning strategies for beneficiaries
- lead the evaluation, improvement and expansion of the teaching and training work provided as part of the Capacity Building focus area for the organisation.

**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	<p><b>Teaching and Learning</b></p> <ul style="list-style-type: none"> <li>Coordinator of PMHP teaching and training activities – requires an active role in course management and administration</li> <li>Pedagogical development of teaching and training materials and resources</li> </ul>	55%	<p><b>1. Train-the-Trainer Workshops</b> Conduct Train-the-Trainer training to selected organisations that have the capacity to disseminate knowledge internally.</p> <p><b>2. Face-to-Face Teaching and Training and Mentoring</b> with undergraduate and postgraduate students at Higher Education Institutions, professional health workers, social development workers, NGO workers, community health workers</p> <p><b>3. Adapt Teaching and Training Formats</b> Modify training formats to accommodate both in-person and virtual (or blended) sessions.</p> <p><b>4. Development of teaching and training resources and curricula</b> Using evidence-based approaches, develop innovative multi-media resources or curricula, as required. Amend or adapt existing resources or curricula as required.</p>	<ul style="list-style-type: none"> <li>4 teaching and training packages are implemented per 12-month period</li> <li>One existing teaching and training resource or curriculum amended or adapted per year</li> <li>One new training resource or curriculum developed per year</li> </ul>

2	<p><b>Research</b></p> <ul style="list-style-type: none"> <li>• Contribute to the evaluative research of the PMHP teaching and training (Capacity Building) focus area</li> <li>• Provide support to assist with research outputs across all PMHP focus areas</li> </ul>	15%	<ol style="list-style-type: none"> <li><b>1. Evaluate / audit the effectiveness of teaching and training interventions undertaken</b> <ul style="list-style-type: none"> <li>• Design and develop tools for monitoring and evaluating activities</li> <li>• Monitor progress</li> <li>• Incorporate feedback into iterative enhancement of teaching and training resources</li> </ul> </li> <li><b>2. Extend and apply expert knowledge to assist with research outputs</b> across all PMHP focus areas.</li> <li><b>3. Contribute to data collection, analysis and write up</b> on research related to capacity building</li> <li><b>4. Present at conferences / academic forums</b> where appropriate</li> <li><b>5. Provide technical support</b>, as appropriate, to students and PMHP volunteers</li> </ol>	<ul style="list-style-type: none"> <li>• All implemented teaching and training packages are monitored.</li> <li>• At least 50% of teaching and training packages are evaluated.</li> <li>• Evidence of scholarly contribution to publications related to PMHP and partners' work</li> <li>• Submit at least one senior author publication to peer reviewed journal every two years.</li> </ul>
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3	<p><b>Management, Leadership &amp; Administration</b></p> <ul style="list-style-type: none"> <li>• Active management and coordination of all teaching and training activities</li> <li>• Needs assessment and engagement to establish teaching and training programmes in beneficiary departments and organisations</li> </ul>	20%	<p><b>1. Teaching and training management</b> Timetable planning, resource acquisition and management, communication with beneficiary organisations</p> <p><b>2. Teaching and training administration and accreditation</b> Provide effective administration for all teaching and training packages. Where appropriate, oversee the accreditation and/or registration of trainings with the necessary professional or training bodies and provide CPD points to participants accordingly.</p> <p><b>3. Expansion of reach</b> Identify and respond to approaches of new potential beneficiaries (within UCT, other HIEs, health, social development and NGO sectors) to partner with.</p> <p><b>4. Identify, engage and conduct needs assessments</b> for potential beneficiary organisations in UCT, other HIEs, health, social development and NGO sectors.</p>	<ul style="list-style-type: none"> <li>• Effective management and administration of all teaching and training packages</li> <li>• Effective communication with teaching and training beneficiaries</li> <li>• Compliance with communication and reporting to donor partners</li> <li>• Training accredited and CPD points are provided, as required</li> <li>• Expansion of teaching or training reach by 1 successful engagements (contractual arrangements for capacity building partnerships) per four-month period</li> </ul>
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4	<p><b>Social Responsiveness</b> Active involvement in maternal mental health advocacy, outreach, and related matters.</p>	10%	<ol style="list-style-type: none"> <li>1. Contribute actively to <b>creating and sustaining local and international partnerships</b> to improve maternal mental health</li> <li>2. Establish links and collaborations with local <b>community partners</b> to support maternal mental health</li> </ol>	<ul style="list-style-type: none"> <li>• Contribution to the PMHP team and organisation, as a whole</li> <li>• Contribution to advocacy and outreach on maternal mental health</li> </ul>
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### MINIMUM REQUIREMENTS

Minimum qualifications	Clinical health sciences degree (including psychology, occupational therapy, nursing, medicine) or social work degree or registered counsellor degree <b>AND</b> relevant Masters degree (NQF Level 9)			
Minimum experience (type and years)	<ul style="list-style-type: none"> <li>• Three years' experience in teaching or training at an Institution of Higher Education</li> <li>• Experience in leadership positions.</li> <li>• Experience with conducting needs assessments for training / teaching including stakeholder engagement, performance and skills gap analysis, training needs identification, task and job analysis, assessment of resources and training method options and assessing learning styles and preferences</li> </ul>			
Skills	<ul style="list-style-type: none"> <li>• Experience with Monitoring and Evaluating of teaching and training courses / modules</li> <li>• Fluency in English and either Afrikaans or isiXhosa</li> <li>• Proficiency in the Microsoft Office suite and proficiency with database management (e.g. Excel, RedCap or Google Forms)</li> </ul>			
Knowledge	Knowledge and experience delivering psychotherapeutic interventions in public health settings A variety of interactive pedagogical approaches			
Professional registration or license requirements	Registration with social work or health professional body or counsellor registration			
Other requirements (If the position requires the handling of cash or finances, other requirements must include 'Ability to handle cash or finances'.)	<p><b>The following will be advantageous:</b></p> <ul style="list-style-type: none"> <li>• Fluency in at least one additional South African language</li> <li>• Experience working in the South African public health system or social development system</li> <li>• Clinical mental health care experience</li> <li>• Exposure to conducting and writing up research</li> <li>• Exposure to writing research grants including reporting to funders</li> <li>• Experience in using research evidence to influence policy and practice</li> <li>• Experience providing health or social services to women</li> </ul>			
Competencies (Refer to <a href="#">UCT Competency Framework</a> )	Competence	Level	Competence	Level
	Analytical Thinking and Problem Solving	2	Initiative	2
	Building interpersonal relationships	2	Adaptability and Flexibility	2
	Verbal Communication	2	Client/student service and support	2
	Leadership	2	Planning and Organising	2
	People Management	2	Professional knowledge and skill	2
	Teamwork/ Collaboration	2	Continuous Learning	2
	Planning & organizing / Work management	2	Quality commitment/work standards	2
	Decision making/ Judgement	2	Written communication	2
			University awareness	2

### SCOPE OF RESPONSIBILITY

Functions responsible for	<p>Developing new and maintaining existing of stakeholder relationships</p> <p>Assessment of teaching and training needs and facilitate trainings and lectures</p> <p>Facilitate the design of and data collection for teaching and training monitoring</p> <p>Assist in developing custom curricula, teaching and training plans and resources</p> <p>Reporting to PMHP leadership and funders</p>
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Amount and kind of supervision received	Works under supervision of the Director Relationship with Operations Manager and Administrative assistant for logistical support Follows PMHP procedures and SOPs
Amount and kind of supervision exercised	None
Decisions which can be made	Data base and collection format for monitoring
Decisions which must be referred	Budget, PMHP external communications, obstacles impacting on project deliverables

**CONTACTS AND RELATIONSHIPS**

Internal to UCT	PMHP Project Team Centre for Public Mental Health Department of Psychiatry and Mental health Study collaborators Finance and HR Departments
External to UCT	NGO partners HEI partners Government partners Attendees of programmes Fundors