


HR191	<b>POSITION DESCRIPTION</b>	 <b>UNIVERSITY OF CAPE TOWN</b> IYUNIVESITHI YASEKAPA • UNIVERSITEIT VAN KAAPSTAD
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**NOTES**

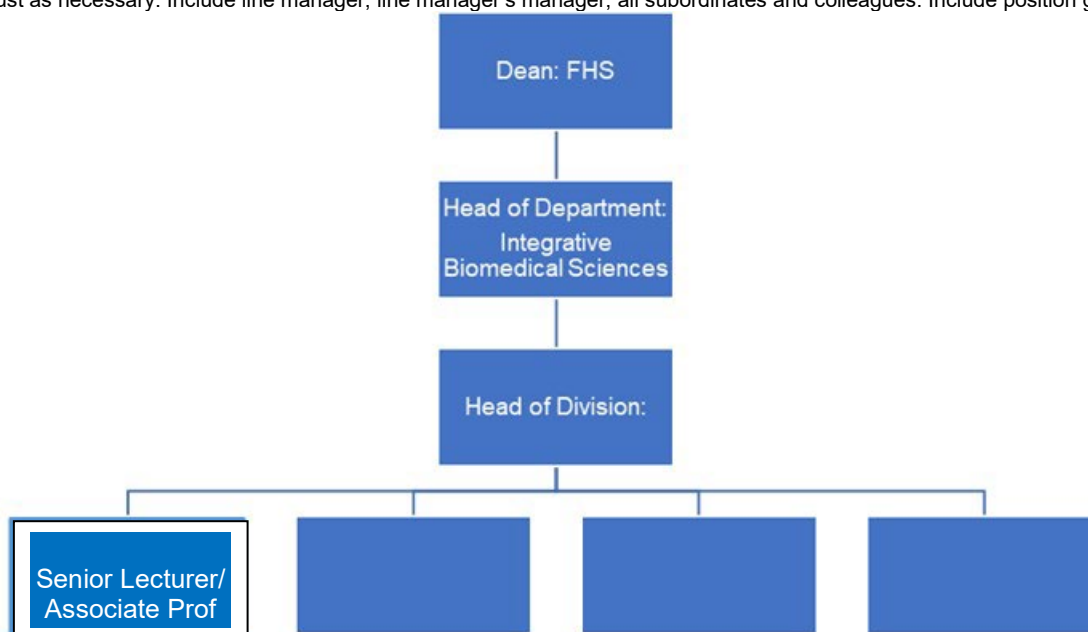
- Forms must be downloaded from the UCT website: <http://forms.uct.ac.za/forms.htm>
- This form serves as a template for the writing of position descriptions.
- A copy of this form is kept by the line manager and the position holder.

**POSITION DETAILS**

Position title	Senior Lecturer/Associate Professor		
Job title (HR Business Partner to provide)	Senior Lecturer/Associate Professor		
Position grade (if known)	SL/AProf	Date last graded (if known)	
Academic faculty / PASS department	Faculty of Health Sciences		
Academic department / PASS unit	Integrative Biomedical Sciences		
Division / section	Chemical and Systems Biology or Medical Biochemistry and Structural Biology		
Date of compilation	September 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 for the incumbent to contribute to teaching and training, research, leadership and administration and social responsiveness activities in the Department of Integrative Biomedical Sciences.

The incumbent will be required to train and supervise postgraduate Honours, MSc and PhD students in a primary and co-supervisory capacity, and he/she will be expected to conceptualize, lead, and execute research projects related to Biomedical Sciences. 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 and publish in national and international peer-reviewed journals.

The incumbent of this position will also be required to develop and deliver lectures, teach and lead tutorials in Medical Biochemistry & Structural Biology (MB&SB), and Chemical and Systems Biology (CSB) to undergraduate students, as well as design/supervise research projects and teach on topics in medical biochemistry, structural biology, chemical biology or systems biology to BSc (Med) (Hons) students.

In addition, the successful candidate will be required to perform administrative functions at Departmental, Faculty and University level if needed, as well as functions related to teaching and research projects including convene courses, manage research teams, manage funding of research, monitor operational expenses, write progress reports as required.

**CONTENT**

Key performance areas		% of time spent	Inputs (Responsibilities / activities / processes/ methods used)	Outputs (Expected results)
1	Teaching and Learning	40	UG & PG lectures, tutorials, practical experiments, research projects <ul style="list-style-type: none"> <li>- Biochemistry/Chemical &amp; Systems Biology Lectures</li> <li>- Biochemistry/Chemical &amp; Systems Biology Tutorials</li> <li>- Setting and marking of exams</li> <li>- Curriculum Design Team meetings</li> <li>- Research projects</li> </ul> Liaise with Biochemistry Teaching in the MBChB Support Program	To promote good student understanding of biochemistry, chemical and systems biology and structural biology and its relevance in the training of competent health professionals.
2	Research	40	<ul style="list-style-type: none"> <li>- Conceptualize, lead and execute research projects in medical biochemistry, structural biology, chemical biology or systems biology, lead and supervise postgraduate students to execute their research projects and graduate</li> <li>- Publish results in national and international peer-reviewed journals</li> <li>- Write grants to cover costs of research from national and international funding agencies</li> </ul>	To increase the number of B.Med.Sci (Honours), MSc and PhD graduates at UCT To increase the publication output of UCT
3	Leadership, management and administration	10	Perform administrative functions at Departmental, Faculty and University level, if needed, and also related to teaching and research projects (convene courses, manage research teams, manage funding for research, monitor operational expenses, write progress reports as required).	To share responsibility and contribute to the smooth functioning of the Department of Integrative Biomedical Sciences by leading/managing those undergraduate and postgraduate courses/students assigned to the incumbent by the Head of Department.
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 biological sciences

## MINIMUM REQUIREMENTS

Minimum qualifications	<b>Requirements at both levels:</b> <ul style="list-style-type: none"> <li>PhD degree in Biochemistry, Chemical Biology, Systems Biology, Structural Biology, or closely related discipline.</li> </ul>			
Minimum experience (type and years)	<b>At Senior Lecturer Level</b> <ul style="list-style-type: none"> <li>A minimum of 5 years postdoctoral experience</li> <li>Demonstrated consistent research output with publications as lead/first author in the disciplines of Biochemistry, Chemical Biology, Systems Biology, or Structural Biology.</li> <li>An active researcher, with a preference for research involving structure-based design.</li> <li>A track record of securing funding as an early career academic.</li> <li>Evidence of successfully supervising/co-supervising post-graduate students.</li> <li>Evidence of a standard teaching load in Biochemistry, Chemical Biology, Systems Biology, Structural Biology at tertiary level.</li> </ul> <b>At Associate Professor Level</b> <ul style="list-style-type: none"> <li>A minimum of 3 years of independent academic experience.</li> <li>Proven research experience and a demonstrated track record of consistent research output with publications in peer-reviewed journals as a senior/corresponding author in the disciplines of Biochemistry, Chemical Biology, Systems Biology, or Structural Biology.</li> <li>Have an active experimental research group, with a preference for research involving structure-based design.</li> <li>A track record in securing research funding as Principal Investigator.</li> <li>Experience in supervising and/or co-supervising post-graduate students at masters and doctoral level to graduation.</li> <li>A track record of teaching Biochemistry, Chemical Biology, Systems Biology, Structural Biology at tertiary level.</li> </ul> <b>Advantages at Senior Lecturer level</b> <ul style="list-style-type: none"> <li>Teaching Biochemistry or equivalent subjects at undergraduate level.</li> <li>Course convening/co-convening experience.</li> <li>A track record in securing research funding as Principal Investigator.</li> </ul> <b>Advantages at Associate Professor level</b> <ul style="list-style-type: none"> <li>At least 3 years experience in teaching Biochemistry or equivalent subjects at undergraduate level.</li> <li>Course convening/co-convening experience for undergraduate courses, preferably in Biochemistry related fields.</li> <li>Experience with eLearning Management Systems (eLMS).</li> <li>Evidence of involvement in leadership/management activities.</li> </ul>			
Skills	Experience in translation research or experience in molecular, chemical and systems biology.			
Knowledge	Knowledge of undergraduate biochemistry curriculum content, AND applications in systems biology or applications in translation research.			
Professional registration or license requirements				
Other requirements (If the position requires the handling of cash or finances, other requirements must include 'Ability to handle cash or finances'.)				
Competencies (Refer to <a href="#">UCT Competency Framework</a> )	Competence	Level	Competence	Level
	Analytical thinking/Problem solving	2/3	Developing others	2/3
	Conceptual thinking	2/3	Planning and organizing/work management	2/3
	Communication	2/3	Teamwork/collaboration	2/3
	Building interpersonal relationships	2/3	Creativity and innovation	2/3

## SCOPE OF RESPONSIBILITY

Functions responsible for	Developing lectures & tutorials; delivering lectures & tutorials; full spectrum of assessment; some aspects of 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; applying for and 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	Guidance and mentorship provided by HOD and allocated mentor to address Teaching and Learning; Research, Administration and management and Social Responsiveness so that incumbent can consider applying for ad hominem promotion.

Amount and kind of supervision exercised	
Decisions which can be made	
Decisions which must be referred	

**CONTACTS AND RELATIONSHIPS**

Internal to UCT	
External to UCT	