



NOTES

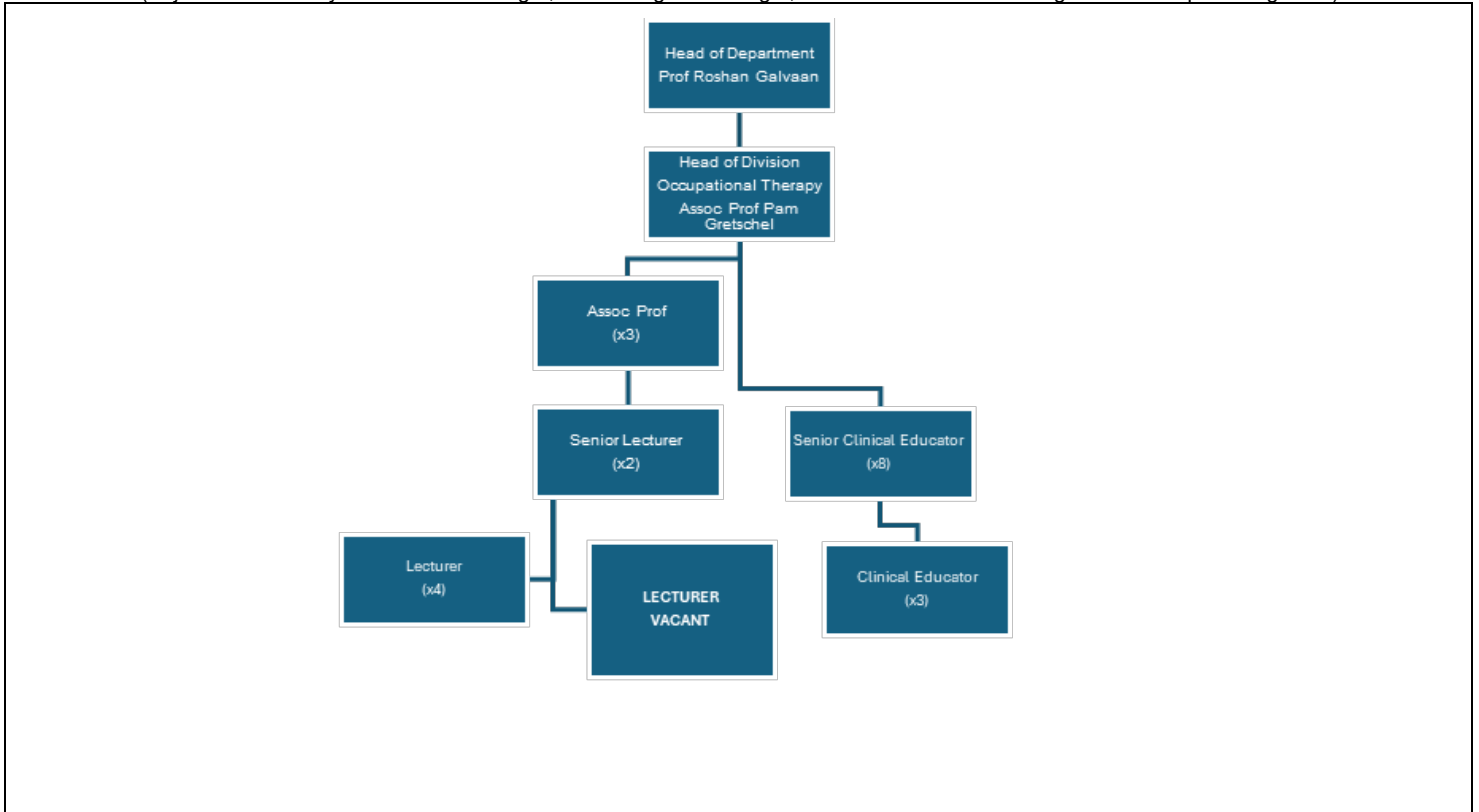
- Forms must be downloaded from the UCT website: <https://forms.uct.ac.za/forms.htm>
- This form serves as a template for the writing of position descriptions.
- A copy of this form is kept by the line manager and the position holder.

POSITION DETAILS

Position title	Lecturer		
Job title (HR Business Partner to provide)	Lecturer		
Position grade (if known)	Lecturer	Date last graded (if known)	
Academic faculty / PASS department	Health Sciences		
Academic department / PASS unit	Department of Health & Rehabilitation Sciences		
Division / section	Occupational Therapy		
Date of compilation	November 2025		

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 provide teaching and conduct research predominantly in the areas of OT Foundations for practice and Occupational Science and Work Practice, and fulfill academic administrative requirements, as well as participate in socially responsive activities.

CONTENT

Key performance areas		% of time spent	Inputs (Responsibilities / activities / processes/ methods used)	Outputs (Expected results)
1	Teaching	60%	<ul style="list-style-type: none"> • Curriculum Development, Design and Review • Classroom-based curriculum delivery • Monitoring of student engagement with learning tasks • Augmented educational support for undergraduate and postgraduate students • Consult on academic support across OT curriculum • Student assessment • Student supervision at practice learning sites • Student research supervision at undergraduate & postgraduate levels • Attend educational courses 	<ul style="list-style-type: none"> • Positive Reports from External Examiners • Acceptable student Lecturer evaluation reports • Acceptable student Supervisor evaluation reports • Acceptable student throughput rates for modules convened and Masters candidates
2	Research	15%	<ul style="list-style-type: none"> • Pursue a doctoral degree if not already attained • Active involvement in Research • Regular attendance of Scientific Conferences • Occasional presentation at both local and international Scientific conferences 	<ul style="list-style-type: none"> • Steady progress towards a PhD qualification • Some publication at least in local journals • Attract some funding for research
3	Leadership and administration	20%	<ul style="list-style-type: none"> • Development & refinement of learning opportunities • Compilation of course readers • Participation at divisional & departmental staff meetings • Contribute to divisional academic administration • Course and year convening at undergraduate level • Participation in departmental committees 	
4	Social responsiveness	5%	<ul style="list-style-type: none"> • Scholarly engagement with the public and communities related to OT 	<ul style="list-style-type: none"> • Contribution to policies; • Support for Work Practice services; • Plan and deliver a socially responsive work

MINIMUM REQUIREMENTS

Minimum qualifications	<ul style="list-style-type: none"> • Bachelor's degree in Occupational Therapy • Master's qualification in Occupational Therapy or a relevant discipline • Registered for a Doctoral degree in Occupational Therapy or a relevant discipline
Minimum experience (type and years)	<ul style="list-style-type: none"> • 2 years clinical experience in work practice as an Occupational Therapist. • 2 years' experience in teaching, tutoring, clinical supervision of UG students
Skills	<ul style="list-style-type: none"> • Two years of experience in Work Practice • Two years of experience in teaching, tutoring and clinical supervision of undergraduate occupational therapy students • Excellent interpersonal abilities • Excellent written and verbal communication skills
Knowledge	<ul style="list-style-type: none"> • Demonstrable knowledge of Foundations of Occupational Therapy practice, Occupational Science and Work Practice
Professional registration or license requirements	<ul style="list-style-type: none"> • Registered and compliant with the Health Professions Council of South Africa (HPCSA) as an Occupational Therapist
Other requirements (If the position requires the handling of cash or finances, other requirements must include 'Ability to handle cash or finances'.)	<p>The following will be advantageous:</p> <ul style="list-style-type: none"> • Doctoral qualification in Occupational Therapy or a relevant discipline • Actively engaged in research and generating publications • Experience with postgraduate supervision • Demonstrable contributions to equity, diversity, transformation, and socially responsive practice

Competencies (Refer to UCT Competency Framework)	Competence	Level	Competence	Level
	Teaching to large class	2	Communication	2
	Computer Literacy –Microsoft word & Excel; PPT; Research Database Searches; Some ability to use IT based educational technology	2	Planning & Organising/Work Management	2
	Analytical Thinking / Problem Solving	2	Creativity & Innovation	2
	Building Interpersonal Relationships	2	Teamwork / Collaboration	2
	Student Service & Support	2	Conceptual Thinking	2

SCOPE OF RESPONSIBILITY

Functions responsible for	<p>Conceptual contribution to the team regarding curricular development</p> <p>Lecturing undergraduate students</p> <p>Practice learning supervision of undergraduate students</p> <p>Research supervision of undergraduate and postgraduate students</p> <p>Administrative and management duties at divisional and departmental level</p> <p>Conducting own research</p> <p>Engaging in socially responsive activities</p> <p>Course convening and/or year convening</p>
Amount and kind of supervision received	The head of division oversees the performance rating of the individual in relation to the HR174 form in the area of teaching and learning, leadership and management, research and social responsiveness.
Amount and kind of supervision exercised	The individual reports to the undergraduate programme convener who liaises with the head of division.
Decisions which can be made	Decisions can be made regarding content and curricular they relate to Foundations for practice and Work practice
Decisions which must be referred	Ethical issues pertaining to students and colleagues.

CONTACTS AND RELATIONSHIPS

Internal to UCT	Will be working with the OT division across clusters
External to UCT	Stakeholders in relation to the practice learning sites that are negotiated by the individual