



**UNIVERSITY OF PAPUA NEW GUINEA**  
**SCHOOL OF MEDICINE AND HEALTH SCIENCES**

**SCHOOL MISSION**

TO ADVANCE KNOWLEDGE AND UNDERSTANDING OF MEDICINE AND HEALTH SCIENCES THROUGH QUALITY TEACHING AND RESEARCH LEADING TO THE ENHANCEMENT OF THE HEALTH STATUS AND WELL-BEING OF PAPUA NEW GUINEA CITIZENS.

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**Lecturer/Senior lecturer/Assistant Director Medical Education Unit**

**Job Description**

**Qualifications** Be a qualified professional in an area relevant to Health  
Have an interest in Medical and Health Education  
Have a record of good working relationships  
Have good communication Skills  
Have a high work ethic  
Have good skills in Microsoft Office  
Have familiarity with Internet technology.

**General** **Ensure the efficient functioning of the Medical Education Unit and to direct the continuous process of updating educational materials and methodologies.**  
**Lead in the transition from traditional face to face teaching to internet technology based teaching and learning.**  
**In conjunction with the Director work towards the integration of the Health Sciences, Dentistry, Public Health and Nursing academic programmes into a central academic administrative Unit.**

**Specific** To Assist the Director in ensuring that the MBBS programme is running efficiently and effectively by working closely with the Medical Education Unit staff to:

- prepare introductory documents for all years in agreement with clinical coordinators for clinical years.
- ensure the timely production and distribution of teaching materials, timetables, class and tutorial lists, and assessment materials.
- work with academic staff to upgrade and update written and electronic teaching materials,
- ensure that assessments used are fair and accurate, and that they focus on up to date and relevant knowledge and are carried out in accordance with University and School guidelines.

- ensure that assessment meetings are held at the appropriate time and that results of student assessments are provided in a timely manner.
- collate and prepare final results at the end of the academic year for presentation to the School Standing Committee and the University Examinations Board..
- liaise with the Pre-registration committee chair in preparation for final year students going out for residency the following year.
- assist in introducing new teaching and assessment modalities into the school programmes including those in Health Sciences, Dentistry and Nursing
- Work towards centralising the setting of assessments, marking and presentation of results from all divisions in the standard format for presentation to the School Standing Committee.
- interact on a regular basis with the student group representatives to discuss important issues and to help to resolve difficult issues.
- liaise and maintain good working relationships with clinicians at Port Moresby General Hospital and other training hospitals.
- liaise closely with the Deputy Dean (Academic) and the Executive Dean.
- work closely with the Medical Librarian and her staff to ensure both hard copy and electronic copy of up to date text books and other reference materials are available.
- assist students in academic matters as required.
- represent student interests within the school and at the relevant school committees.
- provide guidance and advice to individual students on non-academic matters as occasion requires.
- oversee the MBBS programmes Goroka clinical school.
- ensure the Undergraduate Medical Education Committee is functioning efficiently.

**Personal**

The appointee is expected to set high standards of integrity and personal behaviour as a role model for the students of the school.

**Accountability** The successful applicant will work under the Direction of the Deputy Dean (Academic) and report to the Deputy Dean and the Executive Dean of the school.