

HR191	POSITION DESCRIPTION	 UNIVERSITY OF CAPE TOWN IYUNIVESITHI YASEKAPA • UNIVERSITEIT VAN KAAPSTAD
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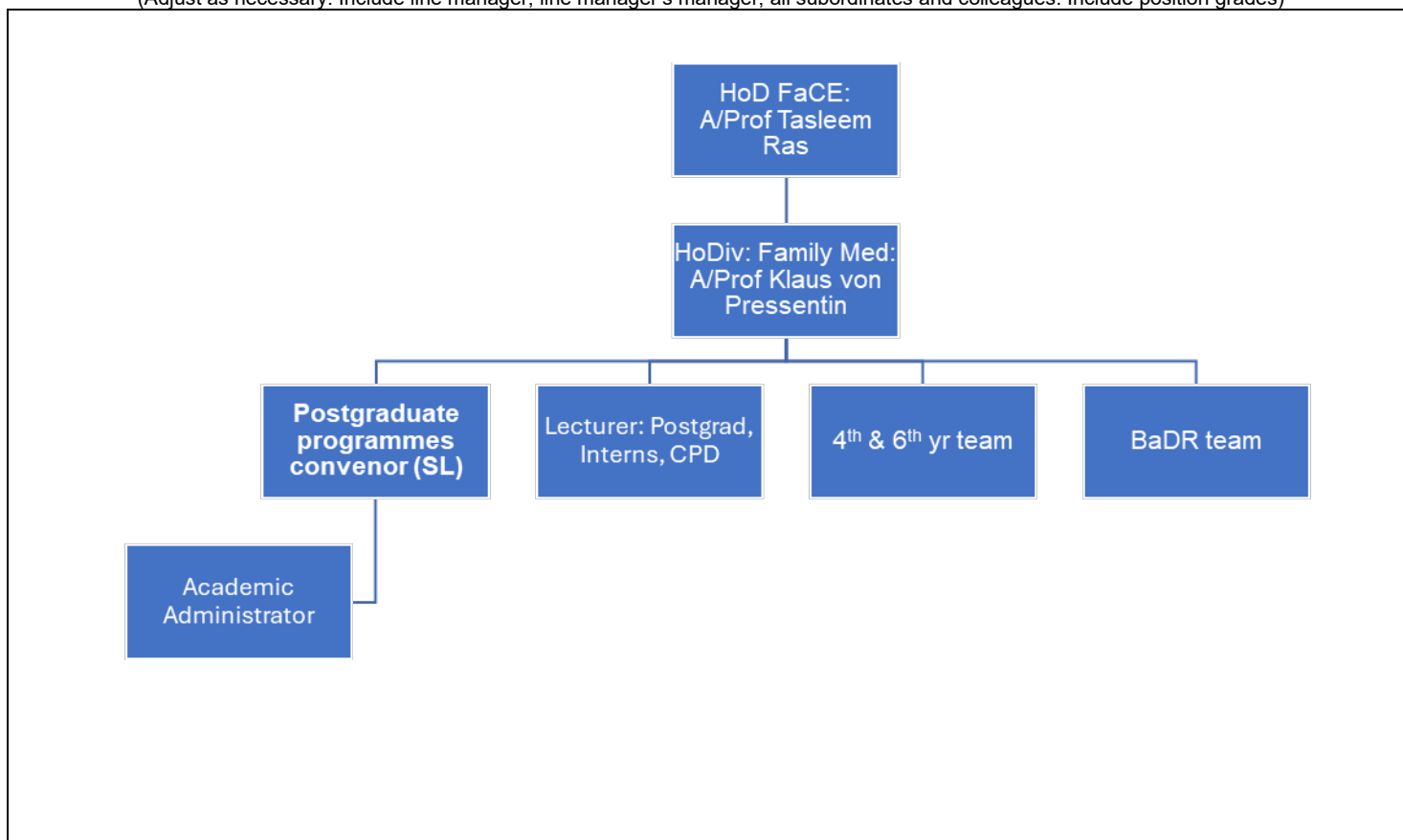
- Forms must be downloaded from the UCT website: <https://forms.uct.ac.za/forms.htm>
- This form serves as a template for the writing of position descriptions.
- A copy of this form is kept by the line manager and the position holder.

POSITION DETAILS

Position title	Senior Lecturer (Postgraduate Programmes Convenor)		
Job title (HR Business Partner to provide)	Senior Lecturer (Medical Specialist)		
Position grade (if known)	Senior Lecturer	Date last graded (if known)	
Academic faculty / PASS department	Health Sciences		
Academic department / PASS unit	Department of Family, Community and Emergency Care (FaCE)		
Division / section	Family Medicine		
Date of compilation	24 July 2025, updated on 7 October 2025		

ORGANOGRAM

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



Abbreviations: BaDR (Becoming a Doctor), CPD (continuing professional development), SL (senior lecturer).

PURPOSE

The primary purposes of this position are:

- Academic convenor of the postgraduate programmes offered by the Division of Family Medicine, Department of Family, Community and Emergency Care (FaCE), specifically the postgraduate diploma and MMed programmes.
- To provide academic leadership and management within the Division and Department, by supporting the Head of the Division.
- This position requires academic leadership and management and encompasses the standard academic role as per the UCT competency framework (teaching and learning, research, leadership, management and administration, and social responsiveness). Notably, these conditions of employment are those of a clinical academic role on UCT conditions.

CONTENT

Key performance areas		% of time spent	Inputs (Responsibilities / activities / processes/ methods used)	Outputs (Expected results)
1	Teaching and Learning	60%	• Convene two postgraduate qualifications and all constituent courses: Diploma (25-30 students); MMed (15-20 students), including organising clinical rotations for all registrars in the training sites. • Teach and supervise postgrad students in the classroom and workplace, including supervising Master's research (and doctoral if possible): 16-20 hours/week. • Convene assessments for courses. • Examiner of Master's dissertations (internal and external)	• Efficient running of MMed and PG Diploma • Risk management and quality assurance processes are in place • All academic governance matters relating to student recruitment, registration, attendance, examination and graduation are efficiently resolved • All planned teaching sessions take place on schedule and to an appropriate standard. • Workplace supervision practices are in place and to a sufficient standard • Student e-portfolios are completed, with evidence of good-quality feedback • Student research projects are completed effectively and within the university's time limits. • All assessments are efficiently organised and run • External examiners are appointed to perform a quality assurance role • External examiner reports are completed and submitted to the Examination Office promptly. • Marks are efficiently administered and uploaded to the university information system. • Timelines are adhered to, ensuring that dissertations are examined thoroughly and receive clear written feedback.
2	Research	20%	• Participate in research projects and activities	• Participation in own projects, as well as collaborative projects, including the Healthy Futures SA project by assisting site leads in the COPC sites. • Contribute to generating research ideas and formulating formal proposals, as well as conducting projects and disseminating findings. • Developing own research agenda aligned with divisional and departmental priorities.

3	Management and Leadership	10%	• Provide academic and clinical leadership and management within the Division of Family Medicine. ○ Participating in Divisional governance ○ Participate in Departmental governance. ○ Participate in Faculty governance. • Facilitate connections between the Division, Department, Faculty and external stakeholders. ○ Represent the division and institution at national organisations. ○ Support clinical governance of services linked to the Department of Health.	• Convene the divisional postgraduate committee. • Contribute to the recruitment of new registrars. • Act as HoDiv when required. • Member of the departmental Postgraduate Education Committee. • Member of the Faculty's Specialist Training Committee (STC). • Member of the Faculty's Postgraduate Diploma committee. • Contribute to activities of the CMSA (as examiner) and SAAFP (member of the Education and Training Committee). • Contribute to other family medicine and primary care organisations, such as GP networks, WONCA and PRIMAFAMED.
4	Social Responsiveness	10%	• Grow the discipline of Family Medicine in South Africa and the African region. • Support community-based service delivery. • Support divisional CPD activities aimed at primary care providers in both public and private practice	• Contribute to CMSA, SAAFP and, where feasible, WONCA and PRIMAFAMED activities. • Coordinate and contribute to the ongoing surgical outreach programme as well as other relevant service and clinical governance activities between the Div of FM and the Department of Health on the distributed clinical platform. • Contribute to the Masterclass CPD series convened by the Division of Family Medicine.

MINIMUM REQUIREMENTS

Minimum qualifications	• MBChB with a postgraduate qualification in family medicine, specifically a Master's degree in Family Medicine (MMed, MPraxMed, MFamMed) and FCFP(SA).			
Minimum experience (type and years)	• Five years of post-community service in diagnostic clinical practice (at the primary care level) in the public or private healthcare sectors. • Two years of clinical teaching, learning and supervision experience with postgraduate students. • Advantageous: ○ Any formal academic teaching, learning, and assessment experience with undergraduate and/or postgraduate students at a higher education institution. ○ A postgraduate qualification in health sciences education will be advantageous. ○ Experience in research and postgraduate research supervision. ○ Experience in participating in and leading community-oriented primary care projects in partnership with community stakeholders.			
Skills	• Clinical competence in all the family medicine domains relevant to the South African district health system. • Design and implement educational programmes. • Ensure quality assurance, risk management, and adherence to academic governance processes • Able to work independently and in a team. • Able to build, collaborate and lead interdisciplinary teams. • Organisational ability, planning and effective time management. • Computer skills related to Microsoft Office 365.			
Knowledge	• Familiarity with the South African healthcare system • Deep understanding of Primary Health Care • Understanding the principles of adult learning • Understanding research methodology			
Professional registration or license requirements	• Registered and in good standing with the HPCSA as an Independent Medical Practitioner and Medical Specialist (Family Medicine).			
Other requirements (If the position requires the handling of cash or finances, other requirements must include 'Ability to handle cash or finances'.)	• Access to own transport to visit clinical sites and other off-campus meeting venues.			
Competencies (Refer to UCT Competency Framework)	Competence	Level	Competence	Level
	Analytical thinking/problem-solving	3	Building partnerships	3
	Client/student service and support	3	Facilitating change	3
	Planning and organising/work management	3	People management	3
	Teamwork/collaboration	3	Strategic leadership	3

SCOPE OF RESPONSIBILITY

Functions responsible for	Functions as a leader within the educational and clinical contexts
Amount and kind of supervision received	Access to resources, networks and opportunities for collaboration
Amount and kind of supervision exercised	Direct supervision of educators, registrars and clinicians
Decisions which can be made	Progression of junior staff Implementation of projects – research and quality improvement
Decisions which must be referred	Financial Resource allocation Policy adjustments

CONTACTS AND RELATIONSHIPS

Internal to UCT	Line management in the Faculty of Health Sciences, University of Cape Town
External to UCT	Western Cape Health and Wellness, South African Academy of Family Physicians (SAAFP), Colleges of Medicine of South Africa (CMSA), GP networks, WONCA and PRIMAFAMED

