



Women Medical & Dental College.

A. JOB DESCRIPTION

Job Title	Associate Professor (Basic Sciences)	Emp ID/ Reference Number	
Department	Forensic Medicine	Working Hours	8 am to 2 p.m. (Monday to Saturday)
Location of post	WMC, Abbottabad	Salary	
Reports to	HOD Forensic Medicine, WMC	Job type	

PURPOSE OF JOB

- To carry out the duties delegated upon him by HOD.
- To deliver lectures to group of students and to supervise the conduction of class test mid-term and send- up examination according to annual academic calendar Suggesting changes in policies and procedures based on employee and Women Medical & Dental College needs.
- To prepare and submit MCQs and SEQs for different examinations to the HOD of respective department, who is the paper setter nominated by KMU.
- To provide assistance to KMU for centralize marking of SEQs as invent by controller of examination KMU Peshawar.
- To act as internal / external examiner in respective subject of professional examination.
- To attend the meetings of the academic council of the college in case of leave of HOD.
- To assist the HOD in matter related the curriculum and the college administration in co curriculum and extra curriculum activities.
- Any other task/assignment/duty assigned by HOD/Principal.

Team Structure

This position will be reporting to the Head of Department.

Prepared by	Human Resource Department	Sign	
Approved by	Principal, Women Medical & Dental College.	Sign.	

B. QUALIFICATIONS, EXPERIENCE, SKILLS & RESEARCH PUBLICATIONS REQUIRED:

	Essential	Desirable
Skills and Research Publications	Seven (7) research Publication are required as Assistant Professor in the relevant subject after 31 st December 2020	Other Skills: Strong & proven Analytical, Observational and Problem Solving Skills Strong Time Management Skills
Experience	5 years teaching experience as an Assistant Professor in the relevant subject.	Level II a & b Level III Postgraduate degree or diplomas in Medical Education/Health Professional Education or Related field recognized by PM&DC
Qualifications	MBBS / BDS or equivalent medical qualification fully recognised/registered by the PMDC	5 years teaching experience as an Assistant Professor in the relevant subject

- ✓ **Level II a:** Minimum one year diploma in M.Sc. Basic Sciences, Diploma in Medical Education, Diploma in Medical Jurisprudence (DMJ 1 YEAR) or DHPE (Diploma in Health Professional Education) after MBBS (5 Years) or BDS (4 Years)
- ✓ **Level II b:** Minimum two years diploma in Master of Public Health (MPH), Master of Science in Public Health/Master of Health Professions Education (MSPH/MHPE), Diploma in Medical Jurisprudence (DMJ-2 Years), M.Phil. and equivalent qualification after MBBS (5 Years) or BDS (4 Years)
- ✓ **Level III:** Minimum three or more years diploma of FCPS/PhD/ and equivalent qualifications after MBBS (5 Years) or BDS (4 Years)