

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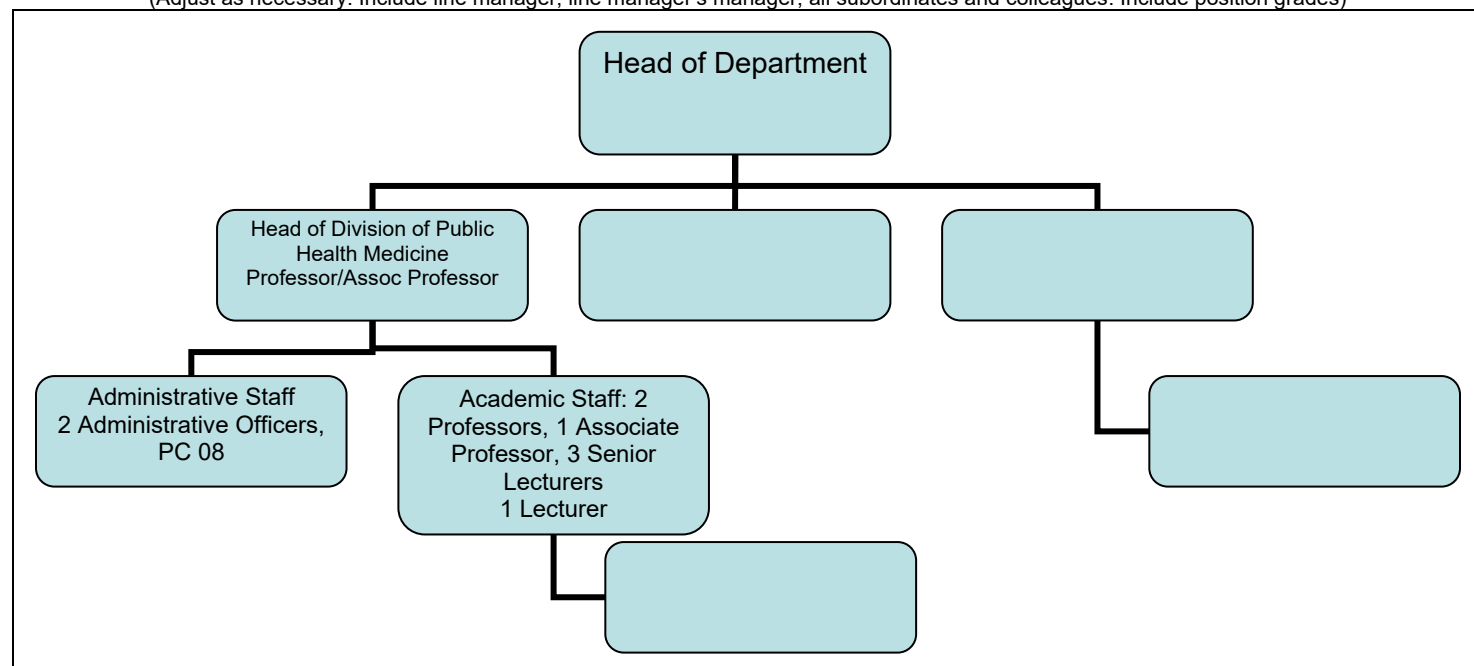
- Forms must be downloaded from the UCT website: <https://forms.uct.ac.za/forms.htm>
- This form serves as a template for the writing of position descriptions.
- A copy of this form is kept by the line manager and the position holder.

POSITION DETAILS

Position title	Head of Division of Public Health Medicine		
Job title (HR Business Partner to provide)			
Position grade (if known)		Date last graded (if known)	
Academic faculty / PASS department	Health Sciences		
Academic department / PASS unit	Department of Public Health		
Division / section	Division of Public Health Medicine		
Date of compilation	18/7/2025		

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 academic leadership to the Division of Public Health Medicine and contribute to academic scholarship in the School of Public Health, the Faculty of Health Sciences and the University of Cape Town. This includes overseeing the contribution of Public Health Medicine Specialists and registrars to the work of the Western Cape Government Department of Health and Wellness and strengthening core public health functions in the province.

CONTENT				
Key performance areas		% of time spent	Inputs (Responsibilities / activities / processes/ methods used)	Outputs (Expected results)
1	Teaching and Learning	30%	Oversight of all undergraduate and postgraduate teaching by staff in the Division Ensuring strong Quality Assurance mechanisms are in place and that external review feedback is implemented for all courses Convening the M Med in Public Health Medicine and supporting registrars to complete their training programmes within 4 years, where possible. Undertaking teaching on the M Med and other postgraduate programmes where appropriate to one's skill set/focused experience. Undertaking selected teaching on undergraduate programmes (HIC, SSMs, electives and potentially others). Supervision of postgraduate students at Masters and PhD level. Hosting of post-doctoral fellows. External examination of dissertation and College of Public Health Medicine candidates through the CMSA process. Contribute chapters to teaching texts on a public health topic. Contribute to the development of new teaching in the School, Faculty, University or beyond in a public health field.	Teaching quality documented in annual reviews with staff. Steps identified to improve on teaching quality and act on external examiner feedback. Student evaluations reflect quality teaching. May manifest in teaching awards of the staff in the Division and the incumbent. Throughput of registrars Registrars graduate with awards from University or CPHM Registrars take up key position in the health system after graduation. Positive feedback in student evaluations Positive feedback at HPCSA accreditation visits Undergraduate interest in public health leads to uptake of postgraduate training (MPH, MMed) in UCT graduates. Undergraduates present research at local or international conferences Numbers of M and PhD students supervised and graduated. Awards to students for their dissertations. Numbers of students publishing their dissertation research Number and type of external examination to which staff members is invited. Number and type of teaching outputs developed. Number of invitations and roles for teaching development
2	Research	30%	Undertake research in one or more fields in Public Health, with particular emphasis on research priorities identified by stakeholders. Submission of research grant applications and raising research funding, for one's own research (as PI) and in collaboration with others (as co-PI or co-investigator). Publication of peer-reviewed outputs, as journal	Scope of research undertaken Number, type and nature of grants raised. Number, type and nature of research collaborations. Engagement with stakeholders in identifying research priorities.

			articles, book chapters, books or other scholarly products. Present one's research to national and international conferences. Pursue other forms of research dissemination, including, where appropriate, feedback to the communities in which research was conducted. Review of articles, grant applications and research rating / promotion applications. Serve on Research Advisory panels where invited. Develop research collaborations with colleagues at other institutions nationally and internationally. Contribute to the concept and design of projects of other researchers, including supporting staff in the division to be research active and effective in their supervision of postgraduates.	Number, type and quality of peer-reviewed outputs. Number, type (invited versus submitted) and quality of conference presentations. Number, type and quality of other research dissemination actions and outputs. Number, type and quality of reviews provided; which institutions are invited the review. Number, type and role of the incumbent Number, type and nature of research collaborations Successful research projects with colleagues Staff in the division are able to build their research profiles. Staff in the division improve their postgraduate throughput.
3	Management and Leadership	30%	Oversee the efficient and productive functioning of the Division of Public Health Medicine Ensure the Division's financial and human resource needs are addressed in the planning process of the School and faculty, and that the Division is able to manage its spending in line with budget. Ensure the development of staff, academic and PASS in the Division and oversee the performance appraisal processes such that staff are valued and motivated to perform their best. In particular, assist PASS staff to further develop their skills and academic staff to achieve their PhDs. Use succession planning to build the skills and diversity of the Division. Promote transformation within the Division and in the profession Support governance processes and structures	Regular meetings or the Division that address Divisional priorities. Space and logistics needs of staff addressed. Budget is carefully planned with attention to teaching needs. Budget is carefully monitored to ensure we align spending with budget. Staff development processes are able to assist PASS and academic staff in their career goals; performance appraisals conducted timeously and with positive feedback. Divisional motivation is high, reinforces staff sense of agency and belonging. Increased diversity and strengthened skills in the Division An inclusive culture in the Division in which staff are motivated and feel valued. Active participation in governance structures. Active mentorship of junior staff to take leadership

			across the School (such as participation in the School Executive Committee and PhD programme committee). Participate in and, where relevant, provide leadership to committees dealing with under-graduate, post-graduate training, research and transformation. Specifically, represent the School in the Faculty committees dealing with registrar training and any other committees appropriate to the need. Ensure the PhD programme in the School is supported and that the Divisional PhD programme achieves excellent throughput. Engage with the Western Cape Health Department to ensure a strong platform on which UCT Public Health Medicine staff can deliver services for the province and on which registrars can receive excellent training.	responsibilities. Faculty values the staff members' contribution to faculty committees and governance. PHM M Med programme needs adequately represented in Faculty decision making. Numbers of PhD students graduated and throughput rates in the Division. Awards to students in the Division for their dissertations. Numbers of students in the Division publishing their dissertation research. Success of the registrar training programme continued. The Department continues to value the work of the registrars and specialists..
4	Social Responsiveness	10%	Contribute as appropriate to the delivery of technical support to the Provincial Health and Wellness Department in an areas of expertise Nurture existing and develop new relationships with NGOs and community partners. Support the division to develop a sound approach to Social Media to advance public health goals. Participate in policy or programme development where requested or invited to assist at local, provincial, national or international level. Participate in appropriate advocacy for health equity and enable divisional staff to do the same.	Divisional Head contributes to the work of the HI Division in areas of expertise – service on committees, technical support where relevant. Partnership with NGOs and community partners – both existing ones strengthened and new ones developed. These partnerships assist in scholarship in different ways. Strategy for engaging Social Media developed, applied and monitored. Number, nature and role of participation in Technical or Advisory Committees. Number and nature of advocacy support undertaken

MINIMUM REQUIREMENTS

Minimum qualifications	Medically qualified (MB ChB or equivalent) Qualified as a Public Health Medicine Specialist PhD or equivalent			
Minimum experience (type and years)	5 years of progressively developing practice as a Public Health Medicine specialist in an academic and/or service context: - experience in academic leadership (such as programme or course convening) - experience in teaching - experience in research - experience working as a specialist in the public health sector - experience in management of staffing and budgets in an academic or similar environment			
Skills	• Excellent academic leadership skills • Supervision skills evidence by supervision to completion of at least 2 postgraduate students • Academic writing as evidenced by publishing in peer reviewed journals with demonstrated scholarship at the level of Associate or full Professor • Assessment skills as evidenced by serving as external examiner for at least 2 postgraduate dissertations and by participation in CPHM examinations at least once in the past 5 years • Track record of people management and mentorship skills, including effective conflict management • Teaching skills evidenced by recognition of contribution to teaching at under- and/or postgraduate level • Organisational skills as evidenced by successfully leading collaborative projects • Ability to build and maintain effective partnerships and relationships with internal and external stakeholders			
Knowledge	• Thorough knowledge and familiarity with the South African health system • Knowledge and familiarity with the Higher Education System in South Africa • Understanding of the role of Public Health Medicine in the South African health system • Understanding of the contribution of public health to undergraduate training of health professionals			
Professional registration or license requirements	• Registered with the HPCSA as a Public Health Medicine specialist or equivalent (Community Health) • Fellow of the College of Public Health Medicine			
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 UCT Competency Framework)	Competence	Level	Competence	Level
	Analytical thinking / problem solving	4	Planning and organising	3
	Communication	4	Building Partnerships	3
	Team work / collaboration	3	Conceptual thinking	3
	Developing others	4	Decision making / judgement	3

SCOPE OF RESPONSIBILITY

Functions responsible for	• Academic leadership of the Division • Ensuring adherence to budget for teaching courses and any other GOB activities held in the Division • Direct convening of the M Med programme in Public Health Medicine • Oversight of undergraduate public health teaching • Represent the Division and School in relation to Provincial Department of Health and Wellness for Public Health Medicine functions under the Bilateral Agreement • Human resource management of senior academic staff in the Division and PASS staff reporting directly to the HoDiv, including recruitment, mentorship and staff development • Transformation programmes in the Division • Oversight of research funds held within the Divisions cost centres
Amount and kind of supervision received	• As part of Academic Performance Development – support from the Head of Department
Amount and kind of supervision exercised	• Oversee undergraduate course conveners and provide guidance to conveners and teaching staff • Supervise PASS staff responsible for academic and research administration • Supervision of staff appointed on incumbent's own research or non-GOB grants • Performance management of academic staff in the Division
Decisions which can be made	• All academic decisions devolved to Heads of Division as per School policy • All financial decisions within Divisional budget

Decisions which must be referred	• Academic decisions which are for the Head of Department as per School policy • All financial decisions that deviate from approved Divisional budget
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CONTACTS AND RELATIONSHIPS

Internal to UCT	Faculty academic governance structures for undergraduate teaching in public health and for registrar training in Public Health Medicine. Governance structures in the School of Public Health, including the School Exco, undergraduate and postgraduate training committees amongst others.
External to UCT	Staff in the Western Cape Department of Health and Wellness – principally, in the Strategy and Health Support Chief Directorate and in the Directorate of Health Intelligence, but elsewhere as required, College of Public Health Medicine and the Colleges of Medicine of South Africa Health Professions Council of South Africa