



CMSA

The Colleges of Medicine of South Africa NPC

JOB ADVERTISEMENT

SPECIALIST IN POSTGRADUATE MEDICAL AND DENTAL EDUCATION

This is a part-time (20 hours per week) five-year contract position which reports to the Executive Director: Education and Assessment. The incumbent can reside anywhere in South Africa with good internet connectivity and must be able to travel at times locally and internationally. The purpose of this position is to support the postgraduate education activities, duties and responsibilities of the Executive Director: Education and Assessment of the CMSA. This includes the design and development of candidate learning resources to support the training of candidates preparing for CMSA examinations and potentially the development of a mentorship programme. The incumbent will also engage in candidate training activities (virtual and face-to-face) that will support candidate preparation for workplace-based assessment (WBA) and CMSA examinations. This position will also assist with curriculum development (syllabus, learning resources, learning opportunities, assessment, quality assurance) for diploma qualifications offered/to be offered by the CMSA. This post will, when necessary, also provide oversight of key administrative functions that relate to education and training activities offered/hosted by the CMSA. This position will also contribute to the design, development and execution of education-related research relevant to the activities of the CMSA and lead support for the CMSA Journal.

“The CMSA is opposed to all forms of discrimination”

Key Performance Areas:

- Design and development of candidate learning resources
- Candidate training (virtual and face-to-face)
- Design and development of educational materials for WBA
- Engagement in activities supporting implementation of WBA
- Design and development of curricula for CMSA diplomas
- Engagement in activities supporting CMSA Journal publications
- Engagement in activities contributing to CMSA research output
- Report writing
- Stakeholder relations on education matters

Minimum requirements:

- Registered as a Specialist/Sub-specialist with the Medical and Dental Professions Board of the Health Professions Council of South Africa
- Fellowship of a Constituent College of the CMSA, or international equivalent
- At least 7 years experience in public or private higher education that includes similar activities to this job
- Convener/examiner experience in postgraduate examinations at specialist level
- Experience as a supervisor of postgraduate specialist trainees in South Africa
- Experience in designing and conducting online learning activities
- Experience in conducting, reporting and writing up research work
- High level of computer literacy

Recommendations:

- Postgraduate qualification in Health Professions Education
- Experience in designing and conducting learning activities
- Experience in conducting virtual audio-visual examinations eg. Zoom
- Experience in setting online written examinations eg. Speedwell
- Experience in using online learning management systems (LMS) eg. Moodle
- Knowledge of higher education legislation and policy framework

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Competencies:

- Excellent communication and report writing skills
 - Attention to detail
 - Good interpersonal relations
 - Ability to work collaboratively
 - Presentation and facilitation skills
 - Problem solving and conflict management skills
 - Ability to work independently and take initiative
 - Analytical and critical thinking skills
 - Stakeholder orientation
 - Good ethical values
 - Ability to work under pressure
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Interested applicants should send a motivation, detailed Curriculum Vitae, copies of academic qualifications and the names of three contactable referees to: Mrs Bianca van der Westhuizen, Colleges of Medicine of South Africa NPC (CMSA), 17 Milner Road, Rondebosch, 7700 or via email to: bianca.vdwesthuizen@cmsa.co.za

Enquiries: 021 689 9533, email: bianca.vdwesthuizen@cmsa.co.za

Salary: Remuneration is based on public service rates for specialist-level sessional work

Closing date: 15 April 2024

Within two months of the closing date, we will inform you by email of the outcome of your application.

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