COLLEGE OF MEDICINE

VACANCY

The College of Medicine a constituent college of the University of Malawi, is inviting applications from suitably qualified candidates to fill the following vacant positions tenable at its campus in Blantyre under College of Medicine Education and Training Office (COMETO). The successful candidates will be one (1) year renewable contracts.

LEARNING AND EVALUATION OFFICER

The Learning and Evaluation Officer shall be in charge of evaluation of all courses at COM and the Provision of continuing medical education (CME) to faculty via Teaching Certificate course and ongoing CPD courses

Specific duties:

- Creation of certificate course on teaching in medical education to be delivered to all faculty
- Provision of ongoing CPD courses on:
    - Small group and large group teaching
    - Assessment methods
    - Evaluating learning
    - Clinical teaching
    - Setting learning outcomes
    - Good practice in medical education
- Assist in curriculum mapping of HIV related teaching and learning in existing curricula
- Assist in drafting revisions of departmental and college undergraduate and postgraduate curricula, particularly related to (but to limited to) HIV
- Distribute, analyse and provide feedback on results of student evaluations of teaching and learning

Essential criteria / qualifications:

- BSc in Education / Nurse education / Medical education
- Experience of teaching in a tertiary level institution
- Computer literacy including EXCEL / powerpoint

Desirable criteria / qualifications:

- Experience of medical or nursing education

- Curriculum development
- Use of on-line evaluation survey tools

Applications including detailed curriculum vitae, copies of certificates and names and emails of three traceable referees should be submitted to:

The Registrar
College of Medicine
P/Bag 360
Chichiri, BT 3
Or email: hr@medcol.mw

Applications should be received not later than 6th November,2015 . Only signed applications will be considered and short listed candidates will be acknowledged.