

## **Job Description**

1. Work under the guidance of the Director and Deputy Director
2. To assist to design, monitor and oversee implementation of courses for trainees in consultation with the relevant Boards of Study (BOS) and Officers of the PGIM
3. To make arrangements with the relevant BOS and assist to conduct relevant sections of the course by the delivery of lectures, conduction of tutorials and ward based teaching
4. To assist the BOS to develop training/teaching schedules/timetables and to monitor to ensure implementation
5. To assist BOS to upgrade and improve the existing “Prospectus” and “by-Laws”
6. To assist to develop new Postgraduate training programmes
7. To perform the functions relevant to student counseling to help to resolve educational problems of trainees
8. To monitor the facilities available at the PGIM and training units for training in the hospitals and advise the BOS and the PGIM to how such facilities should be improved
9. To supervise and invigilate at PGIM Examinations
10. To assist the PGIM to implement activities described in the Corporate Plan/Strategic Plan
11. To assist the BOS and PGIM to organize training activities such as workshops and seminars for trainees and trainers
12. To assist the BOS and Postgraduate Monitoring Unit to ensure the required monitoring of the trainees
13. To serve in committees appointed by the BOM and BOS
14. To visit training units when requested to resolve problems related to training
15. To undertake work related to training, examinations and counseling delegated by the Director or Deputy Director
16. To assist in Research and Presentations associated with PGIM activities

A detailed list of duties will be issued to you in due course.