

JOB DESCRIPTION (to be read with your contract and Human Resource Policy at MMC).

Name:

Department:

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| Job Title: Head of the Department |
| Department/College: Muhammad Medical College |
| Directly responsible to: Principal |
| Supervisory responsibility for: Staff in Muhammad Medical College |
| Other contacts Internal: Professors, Associate and Assistant Professors, Junior Faculty Members, Students and administration of the Muhammad Medical College and Hospitals. External: LUMHS, PM&DC |

Understanding and working in line with the principles and policies laid by the PM&DC, LUMHS and vision and mission of MMC

Managing People

The post-holder is responsible for:-

- Participating in all aspect of teaching and assessment including lectures, small group teaching and other ways of teaching either general or specific to your subject.
- All aspects of the patients' care applicable to your subject.
- Conducting, facilitating and teaching research.
- managing and developing staff of all categories, including assessment of workload and implementation of strategies to ensure a balance of workload across staff.
- presenting plans for the strategic recruitment of staff as required.
- being familiar with policies and procedures in relation to staff; communicating these to staff as necessary.
- developing and promoting effective communication processes between students, staff and others and ensure proper information flow.

Managing Resources The post-holder is responsible for:-

- assisting the HoD and the Principal to manage the Faculty responsibly and consistent with the strategic aims of the Faculty.
- ensuring that the Financial Regulations of the University are observed.
- managing the use of space and considering strategic requirements for space.
- ensuring that systems exist to collect and provide management information as required.

Safety Committee as required (with the help of a divisional/faculty safety officer).

- managing the use of space and considering strategic requirements for space.
- ensuring that systems exist to collect and provide management information as required.

Signed and Dated

JOB DESCRIPTION (to be read with your contract and Human Resource Policy at MMC).

Name:

Department:

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| Job Title: Professor |
| Department/College: Muhammad Medical College |
| Directly responsible to: Head of the Department and Principal |
| Supervisory responsibility for: Staff in Muhammad Medical College |
| Other contacts Internal: Professors, Associate and Assistant Professors, Junior Faculty Members, Students and administration of the Muhammad Medical College and Hospitals. External: LUMHS, PM&DC |

Understanding and working in line with the principles and policies laid by the PM&DC, LUMHS and vision and mission of MMC

Managing People

The post-holder is responsible for:-

- Participating in all aspect of teaching and assessment including lectures, small group teaching and other ways of teaching either general or specific to your subject.
- All aspects of the patients' care applicable to your subject.
- Conducting, facilitating and teaching research.
- managing and developing staff of all categories, including assessment of workload and implementation of strategies to ensure a balance of workload across staff.
- presenting plans for the strategic recruitment of staff as required.
- being familiar with policies and procedures in relation to staff; communicating these to staff as necessary.
- developing and promoting effective communication processes between students, staff and others and ensure proper information flow.

Managing Resources

The post-holder is responsible for:-

- assisting the HoD and the Principal to manage the Faculty responsibly and consistent with the strategic aims of the Faculty.
- ensuring that the Financial Regulations of the MMC & MMCH are observed.
- managing the use of space and considering strategic requirements for space.
- ensuring that systems exist to collect and provide management information as required.

Signed and Dated

JOB DESCRIPTION (to be read with your contract and Human Resource Policy at MMC).

Name:

Department:

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| Job Title: Associate Professors (When someone else is Head of the Department) |
| Department/College: Muhammad Medical College |
| Responsible to: Professor, Head of the Department and Principal |
| Supervisory responsibility for: Staff in Muhammad Medical College |
| Other contacts Internal: Professors, Associate and Assistant Professors, Junior Faculty Members, Students and administration of the Muhammad Medical College and Hospitals. External: LUMHS, PM&DC |

Understanding and working in line with the principles and policies laid by the PM&DC, LUMHS and vision and mission of MMC

Managing People

The post-holder is responsible for:-

- Participating in all aspect of teaching and assessment including lectures, small group teaching and other ways of teaching either general or specific to your subject.
- All aspects of the patients' care applicable to your subject.
- Conducting, facilitating and teaching research.
- managing and developing staff of all categories, including assessment of workload and implementation of strategies to ensure a balance of workload across staff.
- presenting plans for the strategic recruitment of staff as required.
- being familiar with policies and procedures in relation to staff; communicating these to staff as necessary.
- developing and promoting effective communication processes between students, staff and others and ensure proper information flow.

Managing Resources

The post-holder is responsible for:-

- assisting the HoD and the Principal to manage the Faculty responsibly and consistent with the strategic aims of the Faculty.
- ensuring that the Financial Regulations of the MMC & MMCH are observed.
- managing the use of space and considering strategic requirements for space.
- ensuring that systems exist to collect and provide management information as required.

Signed and Dated

JOB DESCRIPTION (to be read with your contract and Human Resource Policy at MMC).

Name:

Department:

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|--|
| Job Title: Assistant Professor |
| Department/College: Muhammad Medical College |
| Responsible to: Associate Professor, Professor, Head of the Department and Principal |
| Supervisory responsibility for: Staff in Muhammad Medical College |
| Other contacts Internal: Professors, Associate and Assistant Professors, Junior Faculty Members, Students and administration of the Muhammad Medical College and Hospitals. External: LUMHS, PM&DC |

Understanding and working in line with the principles and policies laid by the PM&DC, LUMHS and vision and mission of MMC

Managing People

The post-holder is responsible for:-

- Participating in all aspect of teaching and assessment including lectures, small group teaching and other ways of teaching either general or specific to your subject.
- All aspects of the patients' care applicable to your subject.
- Conducting, facilitating and teaching research.
- managing and developing staff of all categories, including assessment of workload and implementation of strategies to ensure a balance of workload across staff.
- presenting plans for the strategic recruitment of staff as required.
- being familiar with policies and procedures in relation to staff; communicating these to staff as necessary.
- developing and promoting effective communication processes between students, staff and others and ensure proper information flow.

Managing Resources

The post-holder is responsible for:-

- assisting the HoD and the Principal to manage the Faculty responsibly and consistent with the strategic aims of the Faculty.
- ensuring that the Financial Regulations of the MMC & MMCH are observed.
- managing the use of space and considering strategic requirements for space.
- ensuring that systems exist to collect and provide management information as required.

Signed and Dated

JOB DESCRIPTION (to be read with your contract and Human Resource Policy at MMC).

Name:

Department:

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|--|
| Job Title: Senior Registrar |
| Department/College: Muhammad Medical College |
| Responsible to: Professors, Associate & Assistant Professors, Head of the Department and Principal |
| Supervisory responsibility for: Staff in Muhammad Medical College |
| Other contacts Internal: Professors, Associate and Assistant Professors, Junior Faculty Members, Students and administration of the Muhammad Medical College and Hospitals. External: LUMHS, PM&DC |

Understanding and working in line with the principles and policies laid by the PM&DC, LUMHS and vision and mission of MMC

Managing People

The post-holder is responsible for:-

- Participating in all aspect of teaching and assessment including lectures, small group teaching and other ways of teaching either general or specific to your subject.
- All aspects of the patients' care applicable to your subject.
- Conducting, facilitating and teaching research.
- managing and developing staff of all categories, including assessment of workload and implementation of strategies to ensure a balance of workload across staff.
- presenting plans for the strategic recruitment of staff as required.
- being familiar with policies and procedures in relation to staff; communicating these to staff as necessary.
- developing and promoting effective communication processes between students, staff and others and ensure proper information flow.

Managing Resources

The post-holder is responsible for:-

- assisting the HoD and the Principal to manage the Faculty responsibly and consistent with the strategic aims of the Faculty.
- ensuring that the Financial Regulations of the MMC & MMCH are observed.
- managing the use of space and considering strategic requirements for space.
- ensuring that systems exist to collect and provide management information as required.

Signed and Dated

JOB DESCRIPTION (to be read with your contract and Human Resource Policy at MMC).

Name:

Department:

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|--|
| Job Title: Registrar |
| Department/College: Muhammad Medical College |
| Responsible to: Professors, Associate & Assistant Professors, Senior Registrar, MS, Head of the Department and Principal |
| Supervisory responsibility for: Staff in Muhammad Medical College |
| Other contacts Internal: Professors, Associate and Assistant Professors, Senior Registrar, MS, Junior Faculty Members, Students and administration of the Muhammad Medical College and Hospitals. External: LUMHS, PM&DC |

Understanding and working in line with the principles and policies laid by the PM&DC, LUMHS and vision and mission of MMC

Managing People

The post-holder is responsible for:-

- Participating in all aspect of teaching and assessment including lectures, small group teaching and other ways of teaching either general or specific to your subject.
- All aspects of the patients' care applicable to your subject.
- Conducting, facilitating and teaching research.,
- managing and developing staff of all categories, including assessment of workload and implementation of strategies to ensure a balance of workload across staff.
- presenting plans for the strategic recruitment of staff as required.
- being familiar with policies and procedures in relation to staff; communicating these to staff as necessary.
- developing and promoting effective communication processes between students, staff and others and ensure proper information flow.

Managing Resources

The post-holder is responsible for:-

- assisting the HoD, principal and the senior faculty to manage the Faculty responsibly and consistent with the strategic aims of the Faculty.
- ensuring that the Financial Regulations of the MMC & MMCH are observed.
- managing the use of space and considering strategic requirements for space.
- ensuring that systems exist to collect and provide management information as required.

Signed and Dated

JOB DESCRIPTION (to be read with your contract and Human Resource Policy at MMC).

Name:

Department:

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| Job Title: Medical Officer |
| Department/College: Muhammad Medical College |
| Responsible to: Professors, Associate & Assistant Professors, Senior Registrar, Registrsr, MS, Head of the Department and Principal |
| Supervisory responsibility for: Staff in Muhammad Medical College |
| Other contacts Internal: Professors, Associate and Assistant Professors, Senior Registrar, Registrar, MS, Junior Faculty Members, Students and administration of the Muhammad Medical College and Hospitals. External: LUMHS, PM&DC |

Understanding and working in line with the principles and policies laid by the PM&DC, LUMHS and vision and mission of MMC

Managing People

The post-holder is responsible for:-

- Participating in all aspect of teaching and assessment including lectures, small group teaching and other ways of teaching either general or specific to your subject.
- All aspects of the patients' care applicable to your subject.
- Conducting, facilitating and teaching research.,
- managing and developing staff of all categories, including assessment of workload and implementation of strategies to ensure a balance of workload across staff.
- presenting plans for the strategic recruitment of staff as required.
- being familiar with policies and procedures in relation to staff; communicating these to staff as necessary.
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Managing Resources

The post-holder is responsible for:-

- assisting the HoD, principal and the senior faculty to manage the Faculty responsibly and consistent with the strategic aims of the Faculty.
- ensuring that the Financial Regulations of the MMC & MMCH are observed.
- managing the use of space and considering strategic requirements for space.
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JOB DESCRIPTION (to be read with your contract and Human Resource Policy at MMC).

Name:

Department:

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| Job Title: Demonstrator |
| Department/College: Muhammad Medical College |
| Responsible to: Professors, Associate & Assistant Professors, Senior Lecturer, Head of the Department and Principal |
| Supervisory responsibility for: Staff in Muhammad Medical College |
| Other contacts Internal: Professors, Associate and Assistant Professors, Senior Lecturer, Junior Faculty Members, Students and administration of the Muhammad Medical College and Hospitals. External: LUMHS, PM&DC |

Understanding and working in line with the principles and policies laid by the PM&DC, LUMHS and vision and mission of MMC

Managing People

The post-holder is responsible for:-

- Participating in all aspect of teaching and assessment including lectures, small group teaching and other ways of teaching either general or specific to your subject.
- All aspects of the patients' care applicable to your subject.
- Conducting, facilitating and teaching research.,
- managing and developing staff of all categories, including assessment of workload and implementation of strategies to ensure a balance of workload across staff.
- presenting plans for the strategic recruitment of staff as required.
- being familiar with policies and procedures in relation to staff; communicating these to staff as necessary.
- developing and promoting effective communication processes between students, staff and others and ensure proper information flow.

Managing Resources

The post-holder is responsible for:-

- assisting the HoD, principal and the senior faculty to manage the Faculty responsibly and consistent with the strategic aims of the Faculty.
- ensuring that the Financial Regulations of the MMC & MMCH are observed.
- managing the use of space and considering strategic requirements for space.
- ensuring that systems exist to collect and provide management information as required.

Signed and Dated

