

TERMS OF REFERENCE

Health Curriculum Development Manager

Afghanistan Higher Education Project – Kabul Medical University

USAID Award No.: 306-A-00-06-00506-00

Project Site: Kabul, Afghanistan

Background to Afghanistan Higher Education Project (HEP)/Kabul Medical University

HEP will work with Kabul Medical University (KMU) and in partnership with the Ministry of Higher Education (MoHE) and Ministry of Public Health (MoPH) to achieve the following objectives: (1) improve the pre-service medical training offered in Afghan public universities to better meet workforce needs, beginning with KMU; and (2) establish a cadre of doctors graduating from Afghanistan's public universities who are able to offer high quality services in accordance with the Basic Package of Health Services (BPHS) and Essential Package of Hospital Services (EPHS).

Specifically, HEP and KMU will work towards achieving the following results: (1) improved coordination among stakeholders; (2) revised and updated curriculum at Kabul Medical University; (3) improved teaching methods at Kabul Medical University; (4) strengthened systems for clinical rotations; and (5) revised and rationalized admissions requirements.

Purpose

The Health Curriculum Development Manager will participate in developing and evaluating potential revisions to the medical school curriculum, by providing technical expertise, advice and inputs regarding curriculum development, design, and evaluation.

Scope of Work

The health curriculum development manager will:

1. Act as liaison for curriculum development and review by coordinating activities with Institutional Development Teams, faculty, staff, and administrators and other entities; meet with members of advisory groups to determine priority training needs.
2. Conduct research and consult with ministry officials, program staff and faculty on skills necessary to function effectively within the National Health Care System and its BPHS and EPHS requirements; facilitate identification of educational objectives for any revisions to the existing curriculum; serve on appropriate committees and work groups; prepare, organize and facilitate working group activities; present draft curricula to oversight committee and other relevant bodies.
3. Coordinate review of current curriculum to assess the extent to which it is meeting the needs of the MoPH and funding agencies; evaluate how well KMU's curriculum meets needs described in national health planning documents.
4. Participate in developing and evaluating new curricular materials; define educational objectives for courses and curriculum as a whole; define course content, prerequisites, skills to be achieved, and methods of learning; create class syllabi (develop outlines with sufficient detail to inform instruction); prepare and proofread instructional materials.

5. Identify and develop an inventory of appropriate resources and curricula used in other schools, institutions and training centers in the region and internationally; develop and maintain research database that may be utilized to develop and review curriculum; review textbooks, software, and other educational materials and make recommendations on purchases.

7. Work with Institutional Developmental Team to develop training programs and materials design for KMU faculty; prepare training materials and workbooks for the training courses; develop, plan, organize and facilitate onsite training programs for faculty and administrators

8. Develop plan to launch the revisions to curriculum; organize and promote various activities necessary for implementing new curricular materials; act as an advocate for appropriate curricular changes and modifications; present information on proposed changes to relevant academic, local, state and national bodies

9. Design and conduct assessment tests to ensure that training programs and procedures are effective; observe and evaluate teaching methods to ensure that instructors are implementing the curriculum successfully and meeting program goals; monitor the ways in which faculty use new materials in the classroom; develop various assessment strategies.

10. Work with Deputy Chief of Party in developing performance monitoring system indicators for project activities and employing project management tools, e.g. Gantt charts; prepare progress reports

11. Develop guidelines and procedures for assessing competencies gained in new revised curriculum.

Period of Performance

This position shall be based in Kabul, Afghanistan. The 12 – 18 months contract will commence around July 1, 2009. The position is contingent upon funding.

Qualifications

Candidates are expected to have the following qualifications:

- Master's degree, if not a doctoral degree, in public health and knowledge of fields in medicine and public health.
- Experience in the design and development of curriculum and expertise in developing educational materials
- Experience working on education in developing areas. Previous experience in Afghanistan or conflict/post-conflict settings required.
- Candidates proficient in Dari and/or Pashto are preferred.

Reporting

The health curriculum development manager will report to the deputy chief of party.

To apply, or ask any question about this position, please contact:

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