



**JOB DESCRIPTION**

<b>Position Title</b>	:	<b>Head of Dental Laboratory</b>
<b>Department</b>	:	<b>Dentistry</b>
<b>Report to</b>	:	<b>Dean</b>
<b>Reportee (if any)</b>	:	<b>N/A</b>
<b>Location</b>	:	<b>University of Puthisastra, Phnom Penh</b>

**I. Position Summary:**

Provides leadership and teaching in dental laboratory in order to develop students’ understanding and skills related to dental anatomy and the laboratory aspects of clinical dentistry. Carry out dental lab work for UP Dental Clinic patients. Help to develop dental technician training courses and improve the lab facilities at UP.

**II. Duties and Responsibilities:**

The overall job description below outlines the main areas of responsibility of the Employee:

- Review and continuously improve the dental lab program for undergraduate dental students
- Provide leadership and manage the dental laboratory
- Teach and demonstrate laboratory procedures, then supervise students as they perform the required tasks
- Check, provide feedback on, and assess students laboratory work
- Ensure a safe, clean and efficient working environment for students and staff
- Carry out technical work for UP dental patients, or send to another lab, as appropriate
- Supervise the work of the dental laboratory assistant and provide training to build her capacity
- Maintain and update an inventory of dental laboratory equipment and materials
- Work closely with lecturers in each clinical discipline to ensure that the laboratory work is integrated with the theory teaching
- Determine the equipment and materials that will be needed for each semester and send to the procurement officer to purchase before each semester starts
- Develop and collect teaching resources to improve the learning of the students in the lab
- Maintain, repair and replace (when lost or broken) all the instruments and equipment.
- Develop training courses and CPD for dental technicians
- Help to improve the facilities in the UP dental lab
- Perform other duties as assigned by Dean of Dentistry.

**III. Minimum Qualifications and Requirements:**

**1. Experience:**

- At least 2 year experience working as a dental technician
- Demonstrates excellence in a wide range of dental lab work
- Previous teaching and administrative experience desirable
- English and Khmer language proficiency desirable

**2. Education:**

- Certificate diploma or degree in Dental Technology

**Interested Applicants**

Interested applicants should submit their CVs and cover letters addressing relevant competencies with salary expectation to HR Department at #55, Street 184-180, Khan Daun Penh, Phnom Penh or via email at [jobs@puthisastra.edu.kh](mailto:jobs@puthisastra.edu.kh). Only short-listed applicants will be contacted. Further information about University of Puthisastra at <https://www.puthisastra.edu.kh/>