



الجامعة الدولية المفتوحة

**International Open University**

Former: Islamic Online University

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## Recruitment of Director Research and Publications

We intend to recruit a Director: Research and Publications who will be responsible for planning and implementing new research programs and protocols into in the university. It is a highly demanding role requiring strategic and operational leadership, vision and engagement within and outside of IOU. The post holder will develop a comprehensive multi-dimensional research strategy for the university with its short, medium and long run approaches.

### PERSON SPECIFICATION

#### (1) Qualification

- *Essential:* PhD in any area of Islamic Sciences, Social Sciences or Humanities.
- *Desirable:* Post-Doc qualification in any of the above areas.

#### (2) Experience

- *Essential:* At least 15 years research and/or teaching experience.
- *Desirable:* Experience of managing academic research projects and publications.

#### (3) Publications

- At least 15 research papers published in reputed refereed academic journals.
- Additional five publications (i.e., other than research papers) including books, monographs, research, project reports or conference proceedings.
- The candidate must be able to demonstrate international credential based on their published work.

#### (4) Language

- *Essential:* Excellent written (academic) and verbal skills in English.
- *Desirable:* Knowledge of Arabic.

### JOB PROFILE AND DUTIES

The skills and experience outlined below is only a summary of what is required to carry out this job in a most productive way. These points only reflect the selection process on which the decision of appointment will be made. Candidates may be asked to prove their suitability beyond this framework.

#### (1) Leadership

- Candidate must possess strong leadership skills along with futuristic vision.
- They must be able to develop and implement coherent strategies to support IOU's faculty in sustaining and strengthening high quality research.

- They will be responsible for leading the day-to-day academic research in the University.
- They will be responsible for providing general supervision and direction with regard to research and publications.
- They will direct the institutional planning and development in implementing the respective decisions or policies of the IOU.

## **(2) Funding**

- They will be responsible for administering research funds.
- Will play a leading role in fundraising and mobilization of resources for the development of research.
- They must possess an excellent skill with regard to strategic approaches to enhance the generation of research income and to support the faculty in ensuring the long-term financial stability of research projects.

## **(3) Administrative and Futuristic Vision**

- The candidate must have the ability to develop an institutional vision for IOU's current research priorities and future opportunities.
- They must have an excellent ability to support, facilitate and implement of IOU's research strategy.
- An in-depth understanding of prevailing global trends and policies, especially with regard to research funding for formulating future priorities.
- Chair and/or attend relevant meetings and significantly contributing in those with his/her expert input.
- Must be able to optimally plan work under competing priorities and tight deadlines.
- The post holder needs to regularly report to Deputy Vice Chancellor (Academic) about the ongoing and the coming works.

## **(4) Communication and Interpersonal Skills**

- They must be an excellent team player and a strategic thinker with excellent inter-personal skills.
- Excellent ability to engage with IOU's members of staff, external people and organisations to earn respect and good will.
- Must be able to skilfully advice IOU's staff, Heads of Departments and Deans on research strategy and the way forward in respective projects.

## **(5) Academic Writing and Expertise in English Language**

- *Essential:* They must have excellent writing skills in English
- *Desirable:* Additional knowledge of Arabic will be further advantageous

## **(6) Events Planning and Management**

- Post holder must be proactive in organising internal training and development activities
- They will play a leading role in organising a variety of conferences and seminars