



الجامعة الدولية المفتوحة International Open University

Former: Islamic Online University

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Recruitment of Publication Officers

(2 Part- Time Roles)

The International Open University (IOU) aims to provide global access to quality education programs for students at virtually no cost. Its mission is to change the Muslim Nation and the world situation through appropriate, Islamized and easily manageable education. Making authentic Islamic knowledge readily available to the world through the internet solely for Allah's pleasure is a noble life-goal and a mission well worth sacrificing all of one's energies and means for.

Publication is an important activity in every international organisation especially in universities. In IOU, the Publications Officer will be responsible for a variety of jobs mentioned hereunder. It is a highly demanding role requiring strategic approach in performing diversified responsibilities.

PERSON SPECIFICATION

(1) Qualification

- *Essential:* MA in English or Islamic Studies or in any discipline of Social Sciences or Humanities with strong Islamic background
- *Desirable:* Additional relevant qualification and higher level of relevant computer skills would be advantageous

(2) Experience

- *Essential:* At least five-year's experience of:
 - Editing
 - Proofreading
 - Typesetting / formatting (relevant software)
 - Publishing of academic documents
- *Desirable:* Additional experience on managing projects related to publications

(3) Language

- *Essential:* Excellent (native / near native) written and verbal skills in English
- *Desirable:* Fluency in Arabic

(2)

(4) Additional Qualities

- Excellent team player with strong interpersonal skills
- Excellent time management skills especially in managing competing priorities and working under pressure

(5) Line Management

- Responsible to report to the Director: Research and Publications
- Updating senior management of the university if/when required

JOB PROFILE AND DUTIES

Responsibilities 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 mode of selection process on which the decision of appointment will be made. Post-holder may be asked to perform other responsibilities which are not mentioned in the following paragraphs.

(1) Research Publications

- The post-holder will be responsible for proofreading and editing of a wide range of academic manuscripts including books, research papers, essays, and other publishing material.
- Excellent proofreading, editing, typesetting and formatting skill is essentially required.

(2) University's Academic Journal(s)

- Will work with the Chief Editor of the Journal(s) regarding editing, proofreading, and typesetting of research papers and essays before publishing.
- Will carry out the task required to include IOU's journal(s) in different well-known indexing databases.

(3) Books

- Editing, proofreading, and typesetting of manuscripts and making those ready for publishing.

(4) IOU's Quarterly Magazine: INSIGHT

- The post-holder will be solely responsible for publishing IOU's magazine INSIGHT on quarterly basis.
- He/she will be responsible to write features, collect quality articles, edit and proofread to make those publishable.

(5) Creation and Maintenance of the Repository of Students' Assignments and Theses

- In consultation with the respective Heads of Departments, the postholder will be responsible for creating and maintaining a repository of students' course assignments.

(3)

- As excellent assignments and undergraduate theses can also be used as one of the feeding sources for INSIGHT magazine; the officer will select good pieces of work for this purpose. He/she will carefully go through those writings to get the most pertinent ones for the magazine.

(6) IOU's News Portal

- The postholder will be proactive regarding collecting relevant information for updating IOU's news portal.
- News portal will be regularly updated at least once a week.

Interested and Qualified Applicants can send their CV and Cover Letter to careers@iou.edu.gm. The closing date for applications is 10 March 2022.