



الجامعة الدولية المفتوحة

**International Open University**

Former: Islamic Online University

📍 21 Kanifing Mosque Road, P.O. Box 2340, Kanifing South, KMC, The Gambia

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## **Recruitment of: Insights Magazine Editor**

### **Position Summary**

Overseeing the content and quality of Insights Magazine publications and ensuring that the features are Islamic, topical, interesting and informative.

**Title:** Insights Magazine Editor

**Department:** Publications

**Job Category:** Publications

**Direct Line Reports to:** Managing Editors

**Job Type:** Contractual

**Working Hours:** Flexible

**Work Location:** Remotely

### **Qualifications:**

- Bachelor's degree in communications/journalism or related (essential).
- At least three years of work experience as a magazine or newspaper editor.

### **Skills:**

- Excellent English writing, editing and interpersonal skills.
- Analytical thinking with strong conceptual and research skills
- Ability to work under pressure and meet deadlines.
- Ability to work independently and as part of a team.
- Excellent negotiation skills.

### **Key Performance Indicators:**

- Natural leader who displays strong decision-making and attention to detail.
- Demonstrable experience in producing relevant content for target audiences.
- Ability to nurture long-term relationships with key publication influencers.
- Ability to understand and interact with IOU students and alumni to encourage them to write for INSIGHT magazine.

### **Job Responsibilities:**

- Receiving and initially reviewing papers submitted for consideration for publication.
- Encouraging and suggesting topics to students, alumni and members of staff for special or themed issues.



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- Maintaining the ethical standards of the journal.
- Offering comments to authors on published content, and suggesting the measures for improvement.
- Reviewing shortlisted content to suggest fillers and provide further advice regarding the improvement of contents.
- Providing feedback on the strategy for the magazine and its assigned themes.

**Additional Responsibilities:** This job description is not intended to be all inclusive and it is expected that you perform other reasonably related duties related to this post.

