

**Job Opportunity in International Open University**

**Head Librarian**

With its head office in the Gambia, the International Open University (IOU) is a renowned accredited online university. It aims to provide global access to quality education programs for students at nominal 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 of one’s energies and means for.

A well-established **online library** is the key to promoting and strengthening research activities in a university. Therefore, we are pleased to announce the position of a dynamic Head Librarian who will provide visionary leadership in creating, sustaining and further developing of our online resources. **We are undergoing a transformation program and are particularly looking for a Head Librarian with specific expertise in digital resource management. Please note that candidates who have already applied for this position, need not to re-apply for it.** Please send your applications along with detailed copies of CVs and supporting documents to: Recruitment Team: careers@iou.edu.gm The deadline for receiving applications is: …. Please note that only shortlisted candidates will be contacted for interviews.

**PERSON SPECIFICATION**

1. **Qualification**
* *Essential*: BA / BS in Library Science along with excellent computer skills
* *Desirable*: Additional relevant qualification and higher level of relevant computer skills would be advantageous
1. **Experience**
* *Essential*: At least five-year’s experience of developing and administering digital library and relevant resources
* *Desirable*: Additional experience would be advantageous
1. **Language**
* *Essential*: Excellent written and verbal skills in English
* *Desirable*: Fluency in Arabic
1. **Additional Qualities**
* Excellent team player with strong interpersonal skills
* Excellent time management skills especially in managing competing priorities and working under pressure

**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. Being an administrative head of the IOU’s library, you would be responsible to:

1. Development of state-of-the-art digital library for effective exploitation of information resources for students and staff.
2. Provide administrative, professional and academic leadership and also direct the affairs of the library for the actualization of the vision, mission and objectives of the university.
3. Establishment and development of online and onsite networks of library system of international standard.
4. Management of all available human and material resources in the most productive way.
5. Development and implementation of appropriate digital library policies.
6. Overall administration of the university digital library and provision of library services for the entire university and its constituent faculties, departments, centres and campuses.
7. Provision of ever-increasing high-quality library and information resources for the enhancement of teaching and research activities in the university, it bodies and centres spread out in several countries of the world.
8. Cooperation / collaboration with other libraries and information centres (nationally and internationally) with a view to creating a network of resources accessible and beneficial to students and staff of the university.
9. Perform any other responsibilities that may be assigned by the higher authorities of the university.