

**Job Title:** Head of Department – Law

**Department:** Faculty of Law

**Reports to:** Vice Chancellor

**Location:** IOU HQ, The Gambia

**Type:** Full-Time Contractual

### **Position Overview:**

The Head of Department (HoD) – Law is responsible for providing academic leadership, managing faculty and curriculum, overseeing research activities, and ensuring the department meets its strategic goals in line with institutional values. The HoD is expected to promote a culture of excellence in teaching, research, and legal scholarship.

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### **Key Responsibilities:**

#### **Leadership & Administration**

- Lead and manage the Law Department, ensuring high academic standards and performance.
- Develop and implement departmental strategic plans and goals.
- Oversee budgeting, resource allocation, and compliance with university policies.
- Foster a collegial and inclusive environment that supports faculty and student success.

#### **Academic Oversight**

- Ensure the design, review, and delivery of law programs align with regulatory and accreditation standards.
- Promote innovation in teaching methods and curriculum development.
- Monitor teaching quality and student satisfaction, taking corrective measures as needed.

#### **Faculty Management**

- Recruit, mentor, and support academic staff; conduct performance evaluations.

- Promote staff development through training, research grants, and academic support.
- Chair departmental meetings and participate in university-level committees.

### **Research & Scholarship**

- Encourage high-impact legal research and publication among faculty members.
- Organize conferences, workshops, and guest lectures to enrich the academic environment.

### **Student Engagement**

- Address student concerns and support academic advising, mentoring, and career guidance.
- Encourage student participation in moot courts, legal aid clinics, and internships.
- Ensure fair and timely assessment and feedback systems.

### **Communication & Coordination:**

- Facilitate communication between faculty, staff, students, and external partners regarding programme details, changes, or updates.
- Ensure clear and effective communication of deadlines, requirements, and expectations to all stakeholders.
- Coordinate meetings and events related to programme activities, including academic workshops, guest speakers, and training sessions.
- Develop and maintain programme documentation, including schedules, syllabi, and reports.

### **Administrative & Reporting Tasks:**

- Prepare reports and documents related to programme performance.
- Track and manage programme budget, ensuring cost-effective use of resources.

### **Quality Assurance & Continuous Improvement:**

- Support the collection of feedback from students, faculty, and other stakeholders to identify areas for programme improvement.
- Assist in the implementation of changes or improvements based on feedback or performance data.

- Ensure adherence to academic and operational policies and procedures in programme delivery.
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## Qualifications and Experience

- **Preferred Education & Experience:** PhD or equivalent in Law from a recognized institution and a minimum of 10 years of academic experience, with at least 5 years in a leadership or management role. (OR)
  - **Minimum Education & Experience:** MSc or equivalent in Law from a recognized institution and a minimum of 15 years of academic experience, with at least 7 years in a leadership or management role.
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## Key Skills and Competencies

1. Strong leadership and interpersonal skills.
2. Excellent knowledge of legal education trends and regulatory frameworks.
3. Proven ability to manage teams and foster collaboration.
4. Strategic thinking and organizational management.
5. Excellent communication and conflict-resolution abilities.