

Executive Assistant - Job Advertisement

Position Announcement

Position Title: Executive Assistant to the Vice Chancellor
Institution: International Open University (IOU)
Location: IOU Headquarters, Kanifing – The Gambia
Contract Type: Full-time, Permanent (subject to probationary period)

About IOU:

The International Open University (IOU) is a pioneering global online institution dedicated to accessible, affordable, and accredited programs in Islamic and Islamized modern subjects to a global community. It offers high-quality higher education, combining academic excellence with ethical and spiritual values. With a growing presence across all continents, IOU fosters academic innovation, knowledge dissemination, and institutional partnerships that serve the global community.

Role Overview:

The Executive Assistant (EA) will provide high-level administrative, operational, and strategic support to the Vice Chancellor (VC), ensuring the smooth functioning of the Office of the VC and enabling effective leadership across the University. The EA will act as a trusted advisor, coordinator, and representative, managing confidential information and complex workflows with discretion and professionalism. The position carries a dotted-line reporting relationship to the Director of Operations for matters of administration and logistics.

Key Responsibilities:

- ❖ Manage and coordinate the VC's calendar, communications, and engagements.
- ❖ Prepare briefing notes, agendas, minutes, and action logs for meetings and official events.
- ❖ Liaise with internal stakeholders, external partners, and government officials on behalf of the VC.
- ❖ Organize high-level meetings, visits, and travel arrangements.
- ❖ Track and monitor implementation of strategic decisions and special projects.
- ❖ Uphold the highest standards of confidentiality, compliance, and professional conduct.

Qualifications and Experience:

- ❖ Bachelor's degree in Business Administration, Public Administration, Management, Social Sciences, or related field.
- ❖ Minimum of 5 years' experience supporting senior executives (e.g., Vice Chancellor, CEO, or equivalent).
- ❖ Strong organizational, communication, and stakeholder management skills.
- ❖ High level of IT literacy (Microsoft Office Suite; digital collaboration platforms).
- ❖ Proven ability to work with discretion, tact, and integrity.

Desirable:

- ❖ Postgraduate qualification (MBA, MSc, MA) or professional certification in Executive Assistance/Office Management.
- ❖ Experience in higher education or international institutions.
- ❖ Multilingual proficiency.

What We Offer:

- ❖ A dynamic, multi-cultural work environment.
- ❖ Opportunities for professional growth and development.
- ❖ Competitive salary and benefits package, aligned with IOU's scale.

Application Process:

Interested candidates should submit a detailed CV, cover letter, and contact details of three professional referees to hr.assistant@iou.edu.gm by, **5th October 2025**. Only shortlisted candidates will be contacted.