



# الجامعة الدولية المفتوحة International Open University

Former: Islamic Online University

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

☎ +2204379687/ +2203214700 🌐 www.iou.edu.gm ✉ info@iou.edu.gm

## Responsibilities of Dean: Faculty of Liberal Arts & Sciences

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.

Presently, we are in the process of recruiting a Dean: Faculty of Liberal Arts and Science, who will be responsible for playing a leading role in the administration and development of the faculty. He / she will also be responsible for planning and implementing new research programs and protocols in the faculty. It is a top managerial role requiring strategic and operational leadership, vision and engagement within and outside of IOU. The post holder will also develop a comprehensive multi-dimensional academic development strategy for the faculty with its short, medium and long run approaches.

### PERSON SPECIFICATION

#### (1) Qualification

- *Essential:* PhD in any area of Islamic Sciences, Social Sciences or Humanities.
- *Desirable:* Post-Doc qualification in any of the above areas.
- *Note:* The postholder should qualify for the position of a full Professor.

#### (2) Experience

- *Essential:* At least 15 years teaching and/or research experience.
- *Desirable:* Experience of managing academic research projects and publications.

#### (3) Publications

- At least 15 research papers published in reputed refereed academic journals.
- Additional five publications (i.e., other than research papers) including books, monographs, research, project reports or conference proceedings.
- The candidate must be able to demonstrate international credential based on their published work.



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#### (4) Language

- *Essential:* Excellent written (academic) and verbal skills in English.
- *Desirable:* Knowledge of Arabic.

#### JOB PROFILE AND DUTIES

The Dean will be academic and executive head of the faculty as such will be responsible directly to the Deputy Vice Chancellor - Academic. The skills and experience 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 selection process on which the decision of appointment will be made. Candidates may be asked to prove their suitability beyond this framework.

#### (1) Leadership

- Candidate must possess strong leadership skills along with futuristic vision.
- They must be able to develop and implement coherent strategies to support IOU's faculty in sustaining and strengthening high quality teaching and research.
- They will be responsible for leading the day-to-day academic activities in the University.
- They will be responsible for providing general supervision and direction with regard to research and publications.
- They will direct the institutional planning and development in implementing the respective decisions or policies of the IOU.

#### (2) Funding

- They will be responsible for administering research funds.
- Will play a leading role in fundraising and mobilization of resources for the development of research.
- They must possess an excellent skill with regard to strategic approaches to support the faculty especially in producing new or re-recording of existing courses.
- They would also be responsible for ensuring the long-term financial stability of various projects of the faculty.

#### (3) Administrative and Futuristic Vision

- The postholder must have the ability to develop an institutional vision for IOU's current academic priorities, and future courses and opportunities.
- They must have an excellent ability to support, facilitate and implement of IOU's development strategy.



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- An in-depth understanding of prevailing global trends and policies, especially with regard to curriculum for formulating future priorities.
- Chair and/or attend relevant meetings and significantly contributing in those with his/her expert input.
- Must be able to optimally plan work under competing priorities and tight deadlines.
- The postholder needs to regularly report to Deputy Vice Chancellor - Academic about the ongoing and the coming works.
- Additionally, he/she would be responsible for:
  - Teaching some courses, if and when required
  - Efficiently and effectively leading the faculty and its educational programs
  - Monitoring the work performance of HoDs and regularly reporting to DVC-Academic
  - Supervising the overall activities of the faculty and reporting to DVC-Academic at the end of each month as well as at the end of each semester
  - Liaising and coordinating with Director Teaching & Learning, Faculty Manager and DVC-Academic on the relevant matters including suggesting changes to faculty and curriculum for departments and assisting in implementation of such changes when required
  - Advising HoDs, DVCs and VC regarding the further development of the quality of teaching and research in the faculty
  - Advising HoDs, DVCs and VC regarding the initiation and development of new programs particularly PhD programs
  - In collaboration with the respective HoDs, administering future PhD program(s)
  - In collaboration with HoDs, Faculty Manager and DVC - Academic; dealing with academic complaints and queries related to staff and students

#### **(4) Communication and Interpersonal Skills**

- He/she must be an excellent team player and a strategic thinker with excellent interpersonal skills.
- Excellent ability to engage with IOU's members of staff, external people and organisations to earn respect and good will.
- Must be able to skilfully advice IOU's staff and HoDs about strategy and the way forward in respective projects.

#### **(5) Events Planning and Management**

- Postholder must be proactive in organising internal training and development activities
- They will play a leading role in organising a variety of conferences and seminars