
JOB DESCRIPTION

Job Title:	Administrative Coordinator (Academic)
Reporting Relationship:	Associate Dean of The Africa Institute
Location:	The Africa Institute (GSU), Sharjah, UAE
Expected Starting Date:	For immediate hire
Job Status:	Full-time
Role Purpose:	Responsible for providing high-level professional administrative support

About The Africa Institute, Global Studies University

The Africa Institute is a globally oriented institution of research, documentation, study and teaching of Africa and its diaspora, in the humanities and social sciences. It is conceived as a research-based think-tank, and a postgraduate studies institution (offering both master's and Ph.D. programs, and diplomas in African Languages and Translation), which aims to train a new generation of critical thinkers in African and African diaspora studies. The Africa Institute is proposed to be a model center of excellence in research, teaching, and documentation that is hoped to match in quality and breadth of coverage, existing peers of African and African Diaspora Studies in Africa, Europe, and North America. The Africa Institute is now integrated into the newly established Global Studies University (GSU) to form one of its networks of semi-independent institutes and colleges, each concentrating in different regions worldwide. These globally oriented institutions aim to focus on postgraduate studies, research, and documentation of histories, cultures, and peoples who constitute different regions of the world. The institution is led by Hoor Al Qasimi, President of Global Studies University, and Salah M. Hassan, Dean of The Africa Institute and Chancellor of Global Studies University. [Read more](#)

Key Responsibilities:

- Responsible for administrative work to be assigned by the Associate Dean
- Should be able to handle correspondences such as letters, reports, letters, and memos in both Arabic and English
- Establishes, maintains, and updates filing system and records
- Serves as a first point of receiving inquiries and provides an adequate reply
- Handles internal and external mail
- Maintains office supplies and keeps an inventory of office equipment
- Updates the calendar and notifies staff of meetings
- Handles logistics of planned events, such as travel, accommodation, catering, and bookings for the Africa Hall from third parties
- Other duties as assigned

Required Education:

Bachelor's or Master's degrees in a related field

Required Work Experience:

- 3-5 years of experience in an administrative position, preferably in higher education or an international organization/company
- Experience in events coordination
- Experience in working in a diverse environment

Key Competencies:

- Ability to work collaboratively
- Self-starter and initiative-taking
- Adequate communication and problem-solving skills
- English proficiency is required
- Proficiency in the Arabic language is an asset

If you are interested, kindly send an email with your CV and a Cover Letter to the following email: careers@theafricainstitute.org. Please mention the position you are applying for in the subject line.

"Salary and further compensation commensurate with degree and experience. Benefits package includes health insurance, housing, and transportation, children school fees allowances subject to coordination of benefits."

"The Africa Institute (GSU) is committed to fair employment practices and encourages women and men of all national, ethnic, and religious backgrounds to apply and join our expanding team. UAE nationals are encouraged to apply."