

JOB DESCRIPTION

Job Title:	Digital Archives Specialist
Reporting Relationship:	Senior Researcher and Archivist
Location:	Global Studies University, Sharjah, United Arab Emirates
Expected Starting Date:	For immediate hire
Job Status:	Full time
Application Deadline:	The position is open, until filled

About Us

Located in Sharjah, United Arab Emirates, and following the successful launch of The Africa Institute in 2018, Global Studies University was established in 2023 as a non-profit institution for higher education by His Highness Sheikh Dr. Sultan bin Muhammad Al-Qasimi, Member of the Supreme Council and Ruler of Sharjah. [Read more.](#)

About the Position

The Digital Archives Specialist is responsible for the preparation, digitization, classification, and electronic management of archival holdings in alignment with international standards. This role supports the academic and research missions of Global Studies University (GSU) by ensuring long-term preservation and accessible organization of archival materials in both physical and digital formats.

Key Responsibilities

- Prepare, organize, and manage archival holdings in accordance with institutional and international standards
- Digitize physical archival materials and ensure accurate metadata entry, classification, and indexing
- Maintain and update archival records within the approved content management system
- Ensure compliance with international standards for digital preservation, storage, and access
- Support academic and research needs by facilitating access to archival materials in alignment with GSU's educational mission
- Conduct regular quality control checks, audits, and data reconciliation processes to ensure integrity and consistency
- Collaborate with internal departments to identify and fulfill archival documentation needs
- Provide technical support and guidance on document management tools and archival procedures
- Participate in the development and implementation of archival policies and best practices
- Perform other related duties as assigned by the Archive Officer



Required Education

- Master's degree in Information Management or related field

Required Qualifications

- Comprehensive knowledge of international standards for preservation, storage, and archival techniques (physical and electronic)
- Proficiency in document management systems (e.g., SharePoint, OpenText, DocuSign) and standard office software
- Minimum of five years of proven experience in archival holdings management and cataloging

Required Core Competencies

- Strong technical problem-solving skills in indexing, analyzing, and organizing archival materials
- Ability to support audit, quality control, and verification procedures
- Effective multitasking skills and adaptability to new systems and procedures
- Ability to work independently and complete projects on time
- Experience with document scanning and digitization processes is an asset
- Excellent oral and written communication skills in both Arabic and English

Other Duties

The above duties are not intended to be an exhaustive list of responsibilities. Duties and responsibilities may be amended, modified, or supplemented as the needs of Global Studies University (GSU) evolve. The incumbent is expected to carry out any other related tasks, as assigned by the Archive Officer, in line with the objectives of the role.

How to Apply: If you are interested, please submit your CV and Cover Letter via email to careers@gsu.ac.ae. Kindly include the position you are applying for in the subject line.

Salary and Benefits: Compensation is based on qualifications and experience. Benefits include health insurance, housing, transportation, and children's school fee allowances (subject to coordination).

Equal Opportunity: GSU welcomes applicants of all genders, nationalities, and backgrounds. UAE nationals are encouraged to apply.

