



FATIMA AL-FIHRI  
Open University



FAOU INTERNSHIP  
PROGRAM 2024

# OVERVIEW

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FAOU (Fatima Al-Fihri Open University), is a non-profit international online institute registered in Estonia as a European Digital Company. The university was established in 2016, and since then we have developed courses in various specialties such as management, politics, migration, gender, etc. with professors from well-ranked universities. We believe that open and free education is a right for everyone, and that's why we have created various academic programs, accessible from everywhere and to everyone without pre-conditions or entrance exams.

It's a university which gives you higher education for free and with convenient self-paced study options world wide regardless of age, country, educational or cultural background. Since almost all the UN and development entities consider education a crucial driver of development, we envision an abundant, developed world in which individuals can easily access higher education. We are confident that with our tireless, diligent work, and the support of inspired others towards the Sustainable Development Goal we can promote lifelong learning opportunities for everyone.



## BENEFITS

- No program fees for the internship.
- Flexible work hours (approximately 8 hours per week).
- Remote working (online).
- Gain practical work experience.
- Receive a certificate of completion and a reference letter (upon request).
- Eligibility for scholarships and participation in other programs and events.
- Networking in an international work environment with mentorship.
- Participate in lectures, trainings (with certificates) and exciting social events.



## REQUIREMENTS

- Proficiency in both written and verbal English.
- Excellent knowledge of internet literacy and productivity tools such as MS Office.
- Consistent access to PC/Laptop and a reliable Internet connection (minimum every two days).
- Ability to learn and thrive in a fast-paced environment.
- Strong teamwork abilities within diverse international teams.
- Proactive initiative and unwavering project commitment.
- High motivation for continuous professional growth.



### **HUMAN RESOURCES OFFICER**

- Manage HR data and report at FAOU.
- Communicate with internal team and response to public issues.
- Coordinate with other HR colleagues on implementing HR instructions and rules.
- Organize training and development activities for the internal team.
- Work with HR Manager to conduct end-to-end recruitment processes.

### **COMMUNICATION OFFICER**

- Communicate with potential partners and donors.
- Arrange for coordination between the council of directors of the University and the department of public relations
- Communicate with University teams to help sharing and collecting information and data.
- Analyze the data collected and prepare reports based on it.



### **PARTNERSHIP OFFICER**

- Search for potential partners and formulate partnerships proposals.
- Communicate with potential partners and donors.
- Support partnership negotiations and meetings.

### **MARKETING OFFICER**

- Communicate with University teams to help sharing and collecting information and data.
- Analyze the data collected and prepare reports based on it.
- Work on marketing strategies to promote university brand and courses.



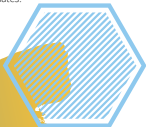


### **SOCIAL MEDIA OFFICER**

- Possess great writing skills in English Language.
- Ability to run social media platforms such Facebook, Twitter, Instagram and LinkedIn.
- Creative ideas to drive the audience and increase the followers.

### **NEWSLETTER MANAGER**

- Work closely with managers of different teams and directors of departments to collect information about the project.
- Draft a Monthly Newsletter with all collected information.
- Engage in one to one conversation and contact with members of the University to cover their monthly updates.



### **IT OFFICER**

- Experience in the field of applications and internet.
- Give support to University teams to solve IT problems.

### **PEDAGOGICAL AFFAIRS OFFICER**

- Ability to join a team working on designing educational programs.
- Ability to analyze data and reports to help the university suggest courses.
- Ability to draft pedagogical files (From University Templates).
- Search for and communicate with new professors & teachers (Under the supervision of managers).
- Facilitate and Coordinate one of the Modules (Courses) at the University.



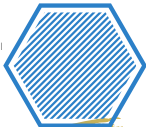


### **PLATFORM OFFICER**

- Experience in the field of Web designing.
- Be part of the platform Team to help in developing the content of the University platform.

### **PHOTO DESIGNER AND EDITOR**

- Design and edit photos for educational courses provided by the University.



### **VIDEO DESIGNER AND EDITOR**

- Design and edit videos foreducational courses provided by the University.

### **PROGRAM ASSISTANT**

- Participate in university programs' management.
- Supporting the work on university social media accounts.
- Help on the preparation of events and conferences.
- Be able to handle communications with online community and audience of university programs.



## PROCEDURES

Interested applicants should apply online, before the deadline mentioned in the form.

### **Application link:**

[www.alfihri.org/jobs](http://www.alfihri.org/jobs)

For more info or questions please contact us at: [contact@alfihri.org](mailto:contact@alfihri.org)

