

JOB DESCRIPTION

1. JOB DETAILS:

Position Title:	Postdoctoral Fellow in (field)
Reports to:	The project owner and the Head of SAFIR
Department:	Research/SAFIR
Location:	Abu Dhabi, UAE
Grade:	R3
Prepared / Revised on:	May, 2025

2. JOB PURPOSE / ROLE:

Postdoctoral Research Fellow will be responsible for conducting high quality research in the field of Records Management and Archival Studies and participate in the ongoing research projects related to the area of expertise aligned with the SUAD strategic objectives and UN SDG. The Postdoctoral Research Fellow will also be tasked with publishing research findings.

The primary objective of this position is to engage in rigorous research within the domain of Records Management and Archival Studies. The successful candidate will be expected to contribute to a research initiative titled "Sustainability and the Implementation of Large Language Models (LLMs) in the Public Sector: Concepts, Measurements, and Piloting Tools." This research endeavor seeks to investigate the integration of LLMs within governmental institutions, with a particular focus on their capacity to enhance public service delivery while simultaneously addressing sustainability challenges. While LLMs possess the potential to optimize operational efficiency, improve service delivery, and foster citizen engagement, they also give rise to significant ethical considerations, including issues related to data privacy, inherent biases, and challenges pertaining to transparency. This research aims to employ the Life Cycle Sustainability Assessment (LCSA) framework to comprehensively evaluate the environmental, economic, and social ramifications associated with the deployment of LLMs in the public sector. A mixed-methods approach will be utilized, integrating quantitative evaluations of environmental and economic impacts with qualitative analyses of social implications. The Postdoctoral Research Fellow is expected to position themselves within the field of Records Management and Archival Studies to critically examine the emerging issues associated with the deployment of LLMs in public sector environments.

The Postdoctoral Research Fellow is anticipated to produce a minimum of two peer-reviewed publications each year. Furthermore, the individual will be required to engage in 64 hours of teaching annually, encompassing both undergraduate and postgraduate courses. In summary, the Postdoctoral Research Fellow is positioned to make substantial contributions to both the theoretical frameworks and practical applications within the fields of Records Management and Archival Studies.

JOB DESCRIPTION

3. JOB DIMENSIONS

Number of Staff Supervised:	Direct Reports:	0
	Total:	0

4. KEY ACCOUNTABILITIES:

Key Activities

Research

- Conduct research under the aegis of the “Sustainability and the Implementation of Large Language Models (LLMs) in the Public Sector: Concepts, Measurements, and Piloting Tools” Project.
- Collaborate with researchers and professionals within and outside the institution to foster interdisciplinary research.
- Engage in professional development opportunities for growth.
- Formulate research funding proposals.
- Produce at least two peer-reviewed articles annually.
- Present findings at academic conferences, seminars, symposia and to the broader public.

Administrative and teaching

- Participate in departmental and SAFIR meetings, seminars and other academic activities
- Teach courses in the department of History across undergraduate and postgraduate programs in records management and archival studies (70hrs max).
- Guide and mentor students in their academic projects and theses.
- Assisting in the preparation of research grant applications
- Engage in professional development opportunities for growth
- Follow department policies, processes, standard operating procedures, and instructions so that work is carried out in a controlled and consistent manner
-

Profile (Minimum Qualifications, Minimum Experience, Job Specific Skills)

Minimum Qualifications:

- Doctoral degree in Records and Archives Management, Information Science, or other closely related areas of study

Minimum Experience:

- Ability to conduct high-quality research and to publish in peer-reviewed journals.
- Ability to disseminate research outputs at academic conferences, seminars and symposia.
- Ability to work collaboratively with colleagues, students, and external stakeholders.
- Teaching experience at the university level

Job-Specific Skills:

- Strong research, writing and analytical skills.
- Ability to effectively communicate research findings at conferences, seminars, symposia and through academic publications.
- Ability to work with interdisciplinary teams and to integrate diverse perspectives into research projects.

JOB DESCRIPTION

- Experience in engaging with various stakeholders including academic peers, industry partners, and policy makers to enhance research impact.
- Commitment to ongoing professional development to stay abreast with developments in (insert field).
- Competence in designing and delivering course content at both undergraduate and postgraduate levels.
- Ability to guide and mentor students in research methods, project planning, and academic writing.
- Languages: English is mandatory and knowledge in Arabic and French is an added advantage.
- Engagement with professional associations related to archives and records management.
- Strong interpersonal skills that encourage a good working environment
- Innovative thinking and flexibility

Conditions

Starting date: September 1st, 2025

End date : August 31, 2027

Package Details

- Visa and Health Insurance is provided
- One return flight ticket to home country per year