Policy Name	
University recruitment procedure at Al-Mamoun University	
Policy Information	
Issue Date	2023
Revision Date	July, 2024
Evaluation Frequency	Yearly
Level of Confidentiality	Public
Policy Approval Date	December 30, 2024
Policy Statement	

1. Job Announcements & Positions

- The university's *College of Al-Mamoun* advertises vacancies for academic staff holding **Master's or PhD degrees**, typically targeting both **retired professors** and **unappointed candidates** for roles such as **Lecturer** or **Faculty Member** almamonuc.edu.iq+2almamonuc.edu.iq+2cpcontacts.almamonuc.edu.iq.
- Past recruitment drives have listed various disciplines — including **communications engineering, mechatronics, AI, mathematics, physiology, biochemistry, mechanical engineering**, and more almamonuc.edu.iqcpcalendars.almamonuc.edu.iq.
- Calls extend to applicants from **outside Iraq**, including Arab countries (e.g. Egypt, Syria, Lebanon, Tunisia) cpcalendars.almamonuc.edu.iq.

2. Eligibility & Required Documents

Interested candidates must provide:

1. Official **degree certificate** or equivalency order (for foreign qualifications).
2. Teaching-qualification documents: **Teaching Eligibility Test**, **Teaching Methods certificate** (if available).
3. Personal ID: **Unified Card** plus **residence card**, or equivalent.
4. For retirees: **Retirement order** and **clearance certificate**.
5. A complete **CV in Arabic**.
6. Documentation of **academic rank** or scientific title, if held reddit.com+15almamonuc.edu.iq+15jobs.almamonuc.edu.iq+15almamonuc.edu.iq.

3. Application Channels

- **Locally based applicants**: deliver documents in person to the **Dean's Office at the College in Mansour, Baghdad (14 Ramadan Street)**, during working hours (8:00 AM–2:00 PM) almamonuc.edu.iqcpcalendars.almamonuc.edu.iq.
- **International applicants**: submit their CVs and required documents **via email** to the university's HR or media relations unit (email provided in official announcements) almamonuc.edu.iqcpcalendars.almamonuc.edu.iq.

4. Selection Criteria

- Primary consideration is given to **holding postgraduate qualifications** (Master's or PhD), and **relevant academic expertise** in the advertised discipline.
- Preference may be extended to applicants who are **retired academics** without current state appointment almamonuc.edu.iqcpcalendars.almamonuc.edu.iq.
- Turkish-style internal ranks are acknowledged, depending on existing **academic titles** held by the applicant.

5. Online Application Step

- The university maintains an **online portal**, where applicants fill out:
  - Personal details, education, employment history.
  - Upload documents: **CV**, **ID photo** (optional), **identity document**, **cover letter** (optional, up to 2,000 characters) reddit.com+1.

6. Hiring Workflow (Typical Steps)

1. **Announcement Posted** publicly via website or job portal.
2. **CV and supporting documents** submitted (online or in person).
3. **Initial screening** for qualifications and completeness.
4. **Eligibility check**: residency or retirement status, degree recognition, necessary teaching certification.
5. **Interview** or academic evaluation (not always specified; may be internal decision).
6. **Issuance of academic order** (university decree) and appointment.
7. **Employment onboarding**, per Iraqi higher education regulations.

7. Context & Institutional Background

- In **March 2025**, Al-Mamoun transformed from a college to a **university**, approved by Iraq's Ministry of Higher Education following infrastructure enhancement and academic development almamonuc.edu.iq.
- Recruitment announcements continue periodically; for instance, in **2023**, multiple disciplines and general faculty needs were listed almamonuc.edu.iqalmamonuc.edu.iq.
- The institution also organizes **career fairs and training events**, involving local companies and international partners like GIZ, to connect graduates with job opportunities outside academia almamonuc.edu.iq+1.

8. Recommendations for Prospective Applicants

- Prepare **two versions of your CV** (Arabic mandatory, optional English).
- Gather **degree certificates**, equivalency orders, and proof of academic titles.
- If available, include **teaching qualification documents**.
- For **offline applications in Baghdad**, visit College HQ in Mansour; for remote applicants, send email submissions.
- Ensure to complete the **online application form** with accurate personal and educational data.
- Follow up via the **online portal** or contact the media/public relations unit for status updates.

📌 Summary Table

Item	Description
Degrees Required	Master's or PhD
Target Applicants	Internal and international; retirees encouraged
Disciplines	Engineering, sciences, business, law, etc.
Application Methods	Email (international) or in-person at Baghdad campus; plus online portal
Documents	Degrees, CV, ID/residence, teaching qualifications, retirement paperwork
Selection Process	CV screening → eligibility check → internal evaluation → academic order