

# Quality Control Officer

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Web :



## Job Summary

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Vacancy :

Deadline : Nov 16, 2024

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Employment Status : Full Time

Experience : Any

Salary : As per Organization salary scale

Gender : Male

Career Level : Any

Qualification :

## Job Description

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### **About Afghanistan Centre at Kabul University:**

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The Afghanistan Centre at Kabul University is the premier research institution and archive on Afghanistan in the region, with the most extensive collection of primary resources available in print and digital formats. The mission of ACKU is to promote literacy, facilitate scholarly work, and provide academic research training through its archive, digital library, and outreach and research programs.

ACKU was initially known as ACBAR Resource & Information Center (ARIC). The concept was envisioned by Louis Dupree and Nancy Hatch Dupree, two of the foremost experts on Afghanistan's history and culture. After the death of Louis in 1989, Nancy continued to work for the protection of cultural heritage through ARIC and later ACKU with a motto of "nation building through information sharing."

#### **Programs**

##### **The Library/Digital Resources**

*The ACKU library holds an extensive collection of documents on Afghanistan collected from various sources. Currently, it has more than 170,000 documents in Farsi, Pashto, English, and some other local and European languages. Its collection comprises monographs, posters, newspapers, slides, CDs, fact sheets, music recordings, periodicals, and magazines stretching back decades. The primary activities of the ACKU library include acquiring, cataloging, and digitizing the documents and making these accessible to local and international users through user-friendly online databases.*

##### **ACKU Box Library Extension**

*The mission of ABE is to improve literacy among children and adults by promoting a culture of reading through easy-to-read books and educational material that is locally written and published. Since 1996, ABE has established 277 libraries in communities across all 34 provinces. These libraries have over 200,000 annual users. ABE has published 419 books in Farsi, Pashto, and, recently, Uzbeki, on a variety of subjects based on user suggestions, of which over 50 titles are for young readers.*

#### **Research**

*ACKU promotes and supports a strong research environment in Afghanistan by training local scholars in research methodology, critical analysis, and academic writing. University students and faculty members are the main beneficiaries of the research courses. An academic research project on the issue of migration was completed at ACKU in collaboration with the City, University of London in late 2018. In addition, ACKU organizes various events, such as seminars, conferences, and workshops, and hosts sponsored events from partner institutions on its premises. Through this, ACKU aims to provide a platform for Afghan and international scholars to interact and exchange ideas.*

#### **Job Description:**

As part of the Digitization Project and working with the Digitization Facilitator, Digitization Quality Control is responsible for converting archival materials to digital format.

#### **Position Overview:**

Quality control will follow best practices for digitization quality control and convert data content, e.g. TIFF to PDF, as well as compile data and report on progress. He must be flexible, be able to relocate operations, when necessary, be able to work as part of a team, and be able to work with IT.

#### **Job Requirements:**

##### **Duties & Responsibilities:**

- Quality review of digital files
- Quality controls throughout the process
- Oversee digital reformatting, storage, preservation, and processes associated with creating digital content.
- Convert single or multipage TIFF files into PDF
- Determine the best options for hardware and software
- Compile data and provide regular progress reports
- File storage and management of digital objects
- Coordinate and collaborate closely with IT and Scanning Operators
- Ability to work effectively with supervision and as a part of a team
- Assist other Scanning Operators in resolving difficult scanning problems
- Any other duties as reasonably requested by ACKU management

##### **Required Skills and Qualifications:**

- A bachelor's degree is a requirement.
- Work in library and cataloging, especially digitization of books, magazines, and news with one year of work experience
- Proficiency and experience with office computer programs
- Proficiency in Persian/Dari and Pashto, as well as familiarity with English, is essential
- Skilled in using Windows applications with full access to photography and imaging software
- Good typing skills
- Good spoken and written communication skills
- Familiarity with digital photo or image file formats is essential

#### **Submission Guideline:**

Interested Afghan applicants should submit their CVs along with a cover letter indicating their interest and suitability for the position.

Please indicate the position title and vacancy number (Quality Control Officer **ACKU-VA#2024007**) in the subject line of your email.

#### **Submission Email:**

applications@acku.edu.af

**Education & Experience**

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Bachelor's degree

**Must Have**

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**Educational Requirements**

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**Compensation & Other Benefits**

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