



University of Kurdistan Hewlêr
زانکۆی کوردستان ههولێر

Vacancy Announcement Press Officer

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| VACANCY TITLE: | Press Officer |
| VACANCIES AVAILABLE: | One |
| DEPARTMENT: | Public Relations, Media and Communication (PRMC) |
| JOB FAMILY: | Administration |
| TYPE OF CONTRACT: | FTE 1.0 |
| HOURS OF WORK: | 40 Hours/Week (Normally 08:30 AM – 4:30 PM, Sunday – Thursday) |
| PLACE OF WORK: | University of Kurdistan Hewlêr |
| REPORTING TO: | Director of PRMC |
| APPOINTMENT DURATION: | 2 Years |
| PROBATION: | 3 Months |
| APPLICATION DEADLINE: | Application is open until the position is filled |
| JD VERSION: | 290120-1 |

DUTIES AND RESPONSIBILITIES

The Press Officer, in consultation with the line manager, will:

- Develop and implement a comprehensive digital media plan.
- Develop ideas for features and stories that would promote the University.
- Create consistently clear, accurate and compelling content for external and internal audiences in both English and Kurdish.
- Manage relationships with journalists, reporters.
- Liaise with media on press enquiries and academics/staff interviews.
- Support the general functions of the Department of PRMC.
- Develop and update the Website's content.
- Develop scheduled newsletters.
- Perform media monitoring and delivery of daily news briefings to faculty/staff.
- Advise the academic staff and managers on dealing with the media.
- Produce high impact coverage for the University.
- Undertake any other reasonable duties commensurate with the nature of the post and as requested by the line manager.



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PERSON SPECIFICATIONS

The Press Officer should have:

- 4-5 years of experience in journalism, news-writing and editing.
- Excellent written and verbal communication skills in both English and Kurdish.
- Degree in social sciences (master's preferred).
- Excellent knowledge of the media, society and politics in Kurdistan Region.
- Genuine interest in higher education, science and student affairs.
- Willingness to adapt and participate in activities outside the 'core role' as required.
- Very good understanding of digital media/social media technicalities and strategies.
- Ability to work on own initiative and as part of a team.
- Ability to systematically identify opportunities for improvement in work systems, and implement changes in collaboration with colleagues.
- Ability to deal with sensitive information with discretion and to maintain confidentiality at all times.

HOW TO APPLY

- Interested applicants are requested to email their Application Form, CV, and Personal Statement to jobs@ukh.edu.krd by indicating the specific Vacancy Title: Press Officer, and inserting the most recent passport size photo in the area provided on the application form.
- Only complete applications: Application Form (with the most recent photo), Personal Statement and CV will be considered.
- Size of the photo must be 45mm x 35mm with no less than 150 pixels for the quality.
- Any application that does not specify the vacancy applied for will not be considered.
- An Application Form is available at 'Vacancies' on the University website (<http://www.ukh.edu.krd>).
- Only short listed candidates will be contacted for an interview.