



University of Kurdistan Hewlêr
زانکۆی کوردستان ههولێر

Vacancy Announcement

Instructor/Assistant Lecturer/Lecturer/Assistant Professor/Associate Professor/Professor in Healthcare Administration

The School of Medical Sciences (SMS) is making significant investment in new academic positions to support its strategic development within the next five years to enable the School to be a key player in Medical Sciences both nationally and internationally. The School of Medical Sciences will be a model for excellence and innovation in medical education.

The Instructor/Assistant Lecturer/Lecturer/Assistant Professor/Associate Professor/Professor in Healthcare Administration will contribute to the success and growth of the School, especially in the areas of specialisation.

VACANCY TITLE:	Instructor/Assistant Lecturer/Lecturer/Assistant Professor/Associate Professor/Professor in Healthcare Administration
VACANCIES AVAILABLE:	One
SCHOOL:	Medical Sciences (SMS)
JOB FAMILY:	Academic
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 – School of Medical Sciences
REPORTING TO:	Dean of the School
APPOINTMENT DURATION:	2 Years
PROBATION:	6 Months
APPLICATION DEADLINE:	Application is open until the position is filled
JD VERSION:	220518-2



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DUTIES AND RESPONSIBILITIES

The Instructor/Assistant Lecturer/Lecturer/Assistant Professor/Associate Professor/Professor in Healthcare Administration will:

- Plan, develop, and deliver Undergraduate and Postgraduate modules in areas relating to Medical Sciences, especially (but not limited to) Healthcare Administration.
- Assess students and stimulate them to have the opportunity to be engaged and challenged.
- Design appropriate assessment methods and ensure established standards are maintained and timescales adhered to.
- Provide constructive and timely feedback to students and other stakeholders and advise on areas of concern and suggest improvement.
- Supervise Undergraduate and Postgraduate dissertations and/or projects relating to Medical Sciences, especially in the areas of specialisation.
- Carry out research and scholarly activities in Medical Sciences, especially in the areas of specialisation.
- Ensure research outcomes are relevant and applicable to key areas of teaching and benefit the students, University and the Kurdistan Region.
- Contribute, where appropriate, to knowledge transfer, income generation and consultancy activities of the University.
- Develop new, and revise existing, Undergraduate and Postgraduate programmes and modules to reflect latest developments in the subject areas.
- Communicate effectively with other Schools/Departments/Units within the University, and other relevant external institutions.
- Build strong collaborative relationships with industries, academics, research centres, and/or government institutions.
- Provide support, counselling and tutorials to students.
- Work co-operatively with academic colleagues as a member of teaching and research teams.
- Create a positive image of the University by being responsive and promptly responding to requests and enquiries.
- Develop syllabuses and learning materials as appropriate and in accordance with University quality enhancement policy and processes, professional body requirements and with the aim of creating interest and learning amongst students.
- Participate in the daily life of the School by being involved in different pedagogic tasks and creating synergy between teaching, research and learning.
- Contribute to the management tasks in the School if required.
- Collaborate with colleagues and others in relation to student recruitment and marketing initiatives.
- Participate in meetings, activities, and boards.
- Assist the Dean of the School in developing internal and external communities that promote the major field of study and the University.



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- Receive, understand and convey complex conceptual ideas or complex information.

Examples include:

- Giving a presentation to a group with diverse levels of understanding on a subject (e.g. Lectures, conference paper);
 - Presenting academic papers at workshops (internally or externally) or conferences;
 - Contributing to research group discussions regarding analysis of research, discussions with team members regarding scientific issues and problem solving;
 - Writing journal articles and material for publications;
 - Writing complex reports, letters or other documents dealing with complex, contentious and sensitive situations (e.g. writing a project plan for a committee, writing reports to grant awarding bodies on progress of research projects, preparing written analysis of research data);
 - Writing research grant applications.
- Contribute to the School's co-ordination of programmes/modules through, for example, Module Co-ordinator responsibilities and/or to the management and administration of programmes.
 - Support the School in achieving consistency of performance by being an effective team member contributing to appropriate committees as part of the programme and quality assurance and enhancement processes.
 - Plan, prioritise and organise own work or resources to achieve agreed objectives.
 - Monitor progress against agreed action plans.
 - Contribute to the planning of Continuous Professional Development (CPD) activity in an appropriate area and all related aspects.
 - Undertake any other reasonable duties commensurate with the nature of the post and as requested by the line manager. The Dean can dedicate the position holder to participate in administrative posts beside the scientific activities.



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PERSON SPECIFICATIONS

The Instructor/Assistant Lecturer/Lecturer/Assistant Professor/Associate Professor/Professor in Healthcare Administration should have the following qualifications, skills and competencies:

Instructor/Assistant Lecturer

- Candidates with Master's degree or equivalent (for this position, in Healthcare Administration or in a relevant field) can be employed as assistant lecturers. Instructors from Kurdistan Region and Iraq would be required to successfully complete a six months teaching certificate. They are also given a period of five years to publish a minimum of two papers in preparation for promotion to Lecturer. Beyond the five-year period, if unsuccessful, instructors would be taken out of the teaching staff.
- Foreign Instructors would be required to present a recognized teaching certificate as part of their employment documents.

Lecturer:

- All candidates in teaching capacity who are fresh PhD holders (for this position, in Healthcare Administration or in a relevant field), are appointed as Lecturers. Candidates from Kurdistan Region and Iraq with no teaching certificate, will be offered a three-month training to obtain such a certificate while other candidates will be required to present a recognized teaching certificate as part of their employment documents.
- Fresh PhD holders must have 2-3 publications in standard journals relating to their degrees.

Assistant Professor:

- A candidate can be employed directly as an Assistant Professor by UKH provided that he/she is a holder of a PhD (for this position, in Healthcare Administration or in a relevant field) from an accredited university and has the credentials that qualify him/her for that post provided that the candidate has held the title of Lecturer or equivalent in an academic institution.
 - Minimum of 5 years of teaching experience in Higher Education and carrying out research. A Higher Education Teaching Certificate is required.
 - Minimum of 5 peer-reviewed articles published in Thomson Reuters, SCOPUS or DOAJ listed journals.
 - Published book(s) or book chapter(s) is an advantage.



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Associate Professor:

- A candidate can be employed directly as an Associate Professor by UKH provided that, he/she is a holder of a PhD (for this position, in Healthcare Administration or in a relevant field) from a recognised university and has the credentials, research record and teaching experience that qualify him/her for that post. In this case, the candidate must have held the post of Assistant Professor or equivalent in their previous post.
 - Minimum of 8 years of teaching experience in Higher Education and carrying out research. A Higher Education Teaching Certificate is required.
 - Minimum of 10 peer-reviewed articles published in Thomson Reuters, SCOPUS or DOAJ listed journals.
 - Published book(s) or book chapter(s) is an advantage.

Professor:

- A candidate can be employed directly as a Professor by UKH provided that he/she is a holder of a PhD degree (for this position, in Healthcare Administration or in a relevant field) from a recognised university and has the credentials, research record and teaching experience that qualify for the post.
 - Minimum of 12 years of teaching experience in Higher Education and carrying out research. A Higher Education Teaching Certificate is required.
 - Minimum of 15 peer-reviewed articles published in either of Thomson Reuters, SCOPUS or DOAJ listed journals.
 - Published book(s) or book chapter(s) is an advantage.



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General Requirements:

- Fluency in English Language - Reading, Writing and Speaking (ability to teach in English).
- A recognized Teaching Certificate at the university level.
- A strong knowledge of subject areas combined with a broad subject background and ability to contribute to teaching modules in areas of Healthcare Administration.
- The ability to teach across programmes, curricula and to deliver specialist options and to supervise dissertations and project works.
- Interpersonal, planning and organisational skills.
- The ability to effect change in a positive way.
- A good team player with the ability to work harmoniously with colleagues and students of all cultures and backgrounds.
- Commitment to high quality teaching and fostering a positive learning environment for students.
- Commitment to continuous professional development, academic research and income generation.
- A consistent record of teaching feedback in Healthcare Administration and/or in the relevant areas of specialisation.
- 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: Instructor/Assistant Lecturer/Lecturer/Assistant Professor/Associate Professor/Professor in Healthcare Administration, 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.