



University of Kurdistan Hewlêr
زانكۆی كوردستان ههولێر

VACANCY ANNOUNCEMENT

ALUMNI OFFICER - WEB CONTENT EDITOR

The Alumni Officer - Web Content Editor - should be a 'UKH Graduate', and is responsible for providing administrative support to the Alumni Association Advisory Board and Alumni Association events. Additionally, the individual shall be responsible for creating and managing the content on the Alumni Web Portal to enhance/promote research, business and alumni related activities.

VACANCY TITLE:	Alumni Officer - Web Content Editor
VACANCY AVAILABLE:	One
OFFICE:	Vice President of Academic Affairs and Research
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:	Vice President of Academic Affairs and Research
APPOINTMENT DURATION:	Two Years
PROBATION PERIOD:	Three Months
APPLICATION DEADLINE:	Application is open until the position is filled
JD VERSION:	061020



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DUTIES AND RESPONSIBILITIES

Alumni Related Responsibilities:

- Provide executive support to the Advisory Board, including assisting with or preparing formal written or electronic correspondences, answering phone calls, arranging and scheduling meetings, maintaining budget reports, and other general administrative needs.
- Prepare and assist in the preparation of reports and presentations for the Association Board members and ensure dissemination of applicable information. Follow up on action items to ensure follow-up meetings and activities are scheduled and executed.
- Proven experience in planning, coordinating, and implementing special events, such as meetings, conferences, and social events.
- Collaborate and communicate successfully with other entities outside of the Association, develop and foster relationships with the community and stakeholders.
- Prepare monthly expenditure report of the advertisements, promotion events and all types of expenses involved in the Association's activities
- Flexible in time to perform all the above tasks and perform any additional admin related duties as required.

Web Content Related Responsibilities:

- To work with colleagues across the University especially in the Public Relations and Communications Departments to ensure the Alumni Webpage provides clear, up-to-date and engaging content (written, audio, and video).
- To work with web content writers in different departments and deliver information that promotes research and alumni related activities.
- Assist with promotional related activities of the University/alumni as required.
- Work with IT/Communication departments to optimise the Alumni App to meet both the Alumni and University objectives.
- Write, edit and update the web content for the Alumni portal as required.
- Maintain up to date marketing knowledge regarding higher education web content.
- Identify gaps in the Alumni portal and propose suggestions for any improvements to the University and the Advisory Board.
- Perform a continuous communication with third party service provider.



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PERSON SPECIFICATIONS

- Undergraduate degree in Computer Science or related field such marketing or communications.
- Ability to write and edit content for the web page in English language.
- Fluency in Kurdish and English language is required, and Arabic language is preferred.
- Having at least 3 years of previous experience in developing and maintaining webpages.
- Proven experience in planning, coordinating, and implementing special events, such as meetings, conferences, and social events.
- Excellent interpersonal communication skills (both written and verbal) with a strong attention to details.
- Graphic Design skills and experience.
- Ability to handle sensitive information with discretion and to maintain confidentiality at all times.
- Excellent time management and organisational skills, as well as the ability to prioritize and handle multiple tasks simultaneously.

HOW TO APPLY

- Interested applicants are requested to email their Application Form, CV, and Personal Statement to jobs@ukh.edu.krd by indicating the Vacancy Title: Alumni Officer - Web Content Editor 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 Current Vacancies on the University website (<http://www.ukh.edu.krd>).
- Only short listed candidates will be contacted for an interview.