



University of Kurdistan Hewlêr
زانکۆی کوردستان ههولێر

VACANCY ANNOUNCEMENT

PUBLIC RELATIONS, MEDIA AND COMMUNICATIONS ASSOCIATE (MULTIMEDIA PRODUCER)

JOB SUMMARY

University of Kurdistan Hewlêr (UKH) is seeking a talented multimedia producer for the creation of digital contents such as videos, digital marketing campaigns, social media imagery, photography, and motion graphic animation.

JOB DETAILS

VACANCY TITLE:	Public Relations, Media and Communications Associate (Multimedia Producer)
VACANCIES AVAILABLE	One
DEPARTMENT:	Public Relations, Media and Communications (PRMC)
JOB FAMILY:	Administration
TYPE OF CONTRACT:	Full-time
HOURS OF WORK:	40/Week (Normally 08:30 AM – 4:30 PM, Sunday – Thursday)
PLACE OF WORK:	University of Kurdistan Hewlêr
REPORTING TO:	Director of PRMC
APPOINTMENT DURATION:	3 Year
PROBATION:	6 Months
JD VERSION (HR):	220622



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DUTIES AND RESPONSIBILITIES

The position holder, in consultation with the line manager, will:

- Contribute to the overall vision and execution of video and photo content.
- Contribute to all aspects of video production process to ensure high-quality output.
- Utilize and recommend advanced technologies, workflows, and post-production methodologies for the development of digital content.
- Help expand University reach via, but not limited to, YouTube, Podcast, Facebook, Instagram, and website due to high-quality productions put out as needed.
- Contribute to Captioning, Transcription & 'Meme-ifying Videos as needed.
- Create Ads for Lead Generation (Facebook, IG, Snapchat, Google, etc.).
- Contribute to the daily update and monitoring of social media pages, including Facebook, Twitter, YouTube, etc.
- Handle photography and photo editing tasks, inside and outside the campus.
- Publicize to students, Staff members, and/or public of the events taking place in the University, this may include making announcement videos, updating the University screens/channels, etc.
- Leave the University campus when needed for University use.
- Contribute to the University publications for internal and external audiences.
- Participate in arranging public appearances, lectures, contests, exhibits, etc. for the University personnel to promote the University brand.
- Circulate information updates among Department members as deemed necessary.
- Print, record and circulate documents, and audio and visual records required for meetings and departmental use.
- Consistently meet individual goals while navigating the role within a larger team.
- 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 position holder should have the following:

- Qualification: Bachelor's degree in a relevant area.
- Years of experience: 1 year of relevant experience.
- Specialised certification and/or training: Specialised certification in video production, video editing and video editing software is desirable.
- Language skills (reading, writing, and speaking): English language; Kurdish and Arabic languages will be an advantage.
- Computer skills: Advanced computer, editing skills.
- Specific technical skills: Knowledge of using different cameras, camera stabilizer, and audio, video and photog devices tools, software, and operation.
- Ability to deal with sensitive information with discretion and to maintain confidentiality at all times.
- Advanced knowledge of Adobe Creative Suite (or industry equivalent) software, including Premiere Pro and, After Effects required; knowledge of photography and photo manipulation software (e.g., Photoshop, Lightroom).
- Strong videographer with photography skills, which include the setup of video and photo shoots, lighting, sound, and other technical details.
- Knowledge of simple motion graphics and video animations.
- Knowledge of and demonstrated experience in the digital post-production process.
- Ability to support the development, planning, and implementation of a digital media strategy to further the visibility and community engagement goals of projects.
- Ability to perform a broad range of PRMC activities, including tracking of Department archives and internal and external channels, etc.
- Ability to listen, discuss, negotiate, and provide advice on difficult, complex or sensitive issues, considering the views of all parties.
- Comprehensive understanding of general University principles, rules, regulations, and activities.
- In-depth knowledge and use of PRMC platforms for branding and communications.
- Ability to arrange, categorise, keep, and analyse data and information.
- Good interpersonal skills.
- Typing and formatting skills with the ability to apply a specific documentation format.
- Good attention to details.
- Ability to manage and prioritise own tasks.



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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: Public Relations, Media and Communications Associate (Multimedia Producer) 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.
 - The 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.
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30 Meter Avenue, Erbil, Kurdistan Region – Iraq

Telephone: +964 (0) 750 857 8811 - E - m a i l : jobs@ukh.edu.krd - Internet: <http://www.ukh.edu.krd>