University of Kurdistan Hewlêr

زانکۆی کوردستان هەولێر

Vacancy Announcement

IT Admin Officer (Software Developer)

The University of Kurdistan Hewlêr is a leading modern University in the Kurdistan Region – Iraq and we are at an exciting stage in our development.

The IT Admin Officer (Software Developer) will be mainly involved in the development of UKH management software as well as the maintenance and development of new or existing software and systems.

VACANCY TITLE:	IT Admin Officer (Software Developer)
VACANCY AVAILABLE:	One
DEPARTMENT:	IT Admin
JOB FAMILY:	Administration
TYPE OF CONTRACT:	FTE 1.0
HOURS OF WORK:	40 Hours/Week
PLACE OF WORK:	University of Kurdistan Hewlêr
REPORTING TO:	Director of IT Admin
APPOINTMENT DURATION:	Three Years
PROBATION:	Six Months
JD VERSION:	021022

DUTIES AND RESPONSIBILITIES

The IT Admin Officer (Software Developer), in consultation with the line manager, will:

- Develop new software by following proper project life cycle with quality assurance in mind, such as but not limited to, Dissertation Portal, Store Inventory, Fixed Asset Management, etc.
- Develop existing website for the University.
- Develop existing programs by analysing and identifying areas for modification.
- Oversee, administer, update, and backup the daily performance of software programs of the University, such as but not limited to, Moodle, UKH website, Email System, etc.
- Advise computer users about maintenance of software systems and develop training materials and procedures or train users in the proper use of relevant software.
- Analyse user requirements which might result in further research and writing of new software programs.
- Direct software programming and development of documentation.
- Consult with computer users on project status, proposals, or technical issues such as software system design or maintenance.

- Coordinate installation of software system.
- Prepare reports or correspondence concerning project specifications, activities, or status.
- Maintain systems by monitoring and correcting software defects.
- Observe system functioning to verify correct operations and detect errors.
- Design, manage and maintain the University's portals and intranet.
- Undertake any other reasonable duties commensurate with the nature of the post and as requested by the line manager.

PERSON SPECIFICATIONS

The IT Admin Officer (Software Developer) should have the following skills and competencies:

- Minimum of a Bachelor's degree in software engineering, Computer Sciences, or any other relevant discipline with a minimum of 6 years of experience in a relevant field.
- Advanced spoken and written ability in the English language; Kurdish and Arabic languages will be an advantage.
- Specialized certification in Software Engineering or Computer Sciences is desirable.
- Experience of working in Higher Education environment will be an advantage.
- Proven technical knowledge of Software Engineering, such as but not limited to;
    - Knowledge of developing computer programs and websites.
    - Experience in software troubleshooting, etc.
- Knowledge of principles and processes for providing customer and personal services. This includes customer needs assessment, meeting quality standards for services, and evaluation of customer satisfaction.
- Ability to identify strategic issues, opportunities, and risks.
- Basic design skills with the ability to apply a specific format.

- More specific required skills and experiences:
    - PHP with MS SQL Server and MySQL for web applications.
    - HTML, Bootstrap framework, JavaScript, and jQuery.
    - DNS (Cloudflare) and Domain Management skills.
    - Linux skills, Webmin, and Cloud Server Administration.
    - eLearning and Online Teaching experiences (Moodle, Zoom, MS Teams).
    - MS O365 Administration Skills.
    - Active Directory Skills.
    - Attendance Management Systems.
    - Software development life cycle skills.
    - ID card Creation Skills, different printers and software.

- Advanced Skills in App Development (Flutter, Ionic, React Native, or any other SDK for App development).
- Advanced Skills in Creating API (Stateless) and Backend for The App.

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- Advanced Skills in Web Hosting (cPanel, Webmin, and other platforms).
- Advanced Skills in Performance Optimizations for the OS and Web Server.
- 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: IT Admin Officer (Software Developer) 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 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). Or download it by clicking here.
- Only short-listed candidates will be contacted for an interview.