



University of Kurdistan Hewlêr
زانکۆی کوردستان ههولێر

Vacancy Announcement

Dean of School of Management and Economics

The University of Kurdistan Hewlêr is a leading and modern University in the Kurdistan Region – Iraq and at an exciting stage in its development. The School of Management and Economics (SoME) 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 business and management studies.

The Dean is a member of the University Executive Management Board, led by the President, and will coordinate the administration of academic programmes offered within the School at the University of Kurdistan Hewlêr, in a manner that facilitates and maintains the highest standards of education for students in accordance with the mission, core values, and goals of the University.

Vacancy Title:	Dean of School of Management and Economics
Vacancy Available:	One
School:	School of Management and Economics (SoME)
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
Reporting To:	President
Appointment Duration:	Initially for 3 Years (subject to renewal depending on needs, performance and mutual agreement)
Application Deadline:	Application is open until the position is filled
Probationary Period:	6 Months
JD Version:	291122



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DUTIES AND RESPONSIBILITIES

The Dean of SoME, in consultation with the line manager, will:

- Act as the academic leader of the School; responsible for its day-to-day operations.
- Oversee the management of academic and professional programmes within the School and monitor students' academic progress.
- Line manage the Chair of departments within the School.
- Oversee the grading, reporting of standards and the other methods used by faculty members in measuring students' achievements.
- Support the appointment of highly qualified Chair of departments and faculty staff; ensure their professional success, and maximise their ability to contribute to the School.
- Communicate academic policies, standards and expectations to the Chair of departments and faculty members.
- Coordinate the assessment and development of academic programmes within the School.
- Conduct probationary interviews and performance management/appraisal procedures as notified by HR.
- Empower faculty and staff members to achieve performance goals and objectives.
- Serve as a consultant to faculty members in matters of classroom management, teaching methods, and general School academic and administrative procedures.
- Prepare and revise academic and professional programme plans for the School.
- Create and maintain a high quality, productive and supportive educational environment for students.
- Maintain good working relationships with staff members in all academic and non-academic areas.
- Maintain effective communication between students, faculty and Chairs within and out of the School.
- Demonstrate a high level of personal and professional commitment and development.
- Promote the involvement of the School with the community for academic, research and consultancy purposes.
- Participate in academic activities on or off campus and act as a team leader for the School faculty and administrative members as well as students.
- Develop and implement the School's strategic plans consistent with the University plans.
- Conduct regular meetings with faculty members and department Chairs, which will stimulate exchange of ideas on issues of educational interest and concern.
- Coordinate and be responsible for staff requirement within the School and devolved budget.
- Coordinate School's external collaborations.
- Develop strategies for income generation and securing research grants for the School.
- Ensure all the programmes within the School are validated and/or accredited by internationally recognised institutions.
- 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 Dean of SoME should have:

- PhD in any areas of Business Management/Administration.
- At least ten years' experience in a Senior or Management position in Higher Education institutions.
- The ability to continuously develop, monitor and improve academic and professional programmes.
- An understanding of personnel issues and employment contracts.
- The ability to think analytically, creatively and present cases in a cogent and clear manner.
- A good record of academic research, publications and income generation.
- An ability to combine clear, firm management and a harmonious relationship with academic colleagues and students.
- Qualifications and experience in subject areas currently taught within the School.
- Knowledge and experience in addressing and mitigating student-related problems.
- Experience in applying instructional technologies to teaching and learning.
- Knowledge of policy formulation and analytical methods to establish practical policies.
- Good communication skills and the ability to establish personal and professional credibility with internal and external constituencies.
- Broad knowledge of Higher Education policies, principles, and organisation.
- Fluency in English Language - Reading, Writing and Speaking. Ability to read, write, and speak in Kurdish and Arabic languages is an advantage.
- Ability to develop plans and strategies in the relevant area.
- Organizational skills - ability to prioritize work, plan/schedule workdays ahead and work to strict deadlines.
- A good team player with the ability to work harmoniously with colleagues and students of all cultures and backgrounds.
- Ability to deal with sensitive information with discretion and to maintain confidentiality at all times.
- Commitment to continuous professional development and income generation.



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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: Dean of School of Management and Economics 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.
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Telephone: +964 (0) 750 857 8811 - E-mail: jobs@ukh.edu.krd - Internet: <http://www.ukh.edu.krd>