



University of Kurdistan Hewlêr
زانکۆی کوردستان ههولێر

Vacancy Announcement

Registry Associate (Timetabling and Progression)

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 Academic Registrar's Office is making a significant investment to support its strategic development over the next five years and to help further position the office as a key player in the success of the University.

We are seeking inspirational staff members to join our team and to contribute to the success and growth of the office. In particular, we would welcome interested candidates who can contribute as a Registry Associate (Timetabling and Progression) to provide the excellent contribution required for the execution of the functions of the Academic Registrar's Office and as instructed by the line manager. This position will contribute to, in working with the line manager and compliance with the University policies and procedures, the implementation of the functions of the Academic Registrar's Office and carrying out administrative tasks as assigned by the line manager.

This is a tremendous opportunity to join a strong team of committed people in the enhancement of the University of Kurdistan Hewlêr.

VACANCY TITLE:	Registry Associate (Timetabling and Progression)
VACANCIES AVAILABLE:	One
OFFICE:	Academic Registrar's Office (ARO)
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:	Registrar
APPOINTMENT DURATION:	3 Years (subject to renewal depending on needs, performance, and mutual agreement)
PROBATION PERIOD:	6 Months
APPLICATION DEADLINE:	The position is open until the position is filled
JD VERSION:	021122-2



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DUTIES AND RESPONSIBILITIES

The Registry Associate (Timetabling and Progression) will:

- Prepare the University's teaching, examination, and invigilation timetables.
- Prepares schedules for students with Re-do exams and communicates to the department, students, module leaders, and invigilators.
- Prepare the Staff Workload report.
- Coordinate with the Maintenance & Services (M&S) department on issues with room capacity and proactively contribute to planning to improve space usage through proposals on new scheduling policies and practices.
- Resolve timetabling and booking issues and seek solutions to optimize the allocation of appropriate space and improve user experience.
- Prepare and monitor module grade sheet templates and retrieves all grade sheet submitted by the schools.
- Manages to file off all grade sheets submitted to Registry.
- Manages the Exam Committee.
- Prepares student progression reports in conjunction with registry associates for academic support.
- Prepares tracking reports on Retake and Trailing modules of students.
- Issue all class lists, updates on student withdrawals, postponement or deferral of studies, retake, and trail students, etc. and inform relevant departments of changes.
- Undertake other clerical and administrative duties relating to Registry functions and be deployed across any team within ARO (Admissions, Student Records, Examinations) as demand dictates.
- Circulate information updates to and from the main Registry office.
- 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 Registry Associate (Timetabling and Progression) should have:

- A University degree, preferably in Business Management or Engineering.
- Three years of relevant work experience for holders of a Diploma and one year of relevant experience for Bachelor holders are required.
- Work experience in higher education is preferred but not required.
- Advanced spoken and written ability in the English language; the ability to read, write and speak in Kurdish and Arabic languages will be an advantage.
- Ability to use office equipment, such as printer, scanner, etc.
- Ability to assist in the processing of documentation relevant to Registry functions.
- Good working knowledge of word processing and spreadsheet software packages, such as Microsoft Office Word and Excel.
- Exceptionally good interpersonal and communication skills.
- Good organisation skills and accurate clerical abilities.
- Ability to provide a high standard of customer service in a busy environment.
- Ability to work independently and as part of a team.

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: Registry Associate (Timetabling and Progression) 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 Current Vacancies on the University website (<http://www.ukh.edu.krd>).
- Only short-listed candidates will be contacted for an interview.