



University of Kurdistan Hewlêr  
زانکۆی کوردستان ههولێر

**Vacancy Announcement**  
**Vice President (Administration)**

**Purpose of Role**

Reporting to the President, the VP (Administration) has overall responsibility for the efficient and effective operation of the University's administrative and support functions. The postholder will drive cost reductions and improvements in quality in all areas, including IT, Maintenance and Services, Human Resources, Finance and Procurement and Public Relations and Marketing. The appointee will have overall responsibility for planning, on behalf of the President, the effective deployment of resources – human and physical – in all areas of the University's activity in support of the University's agreed strategic plan. They will ensure effective co-ordination between academic schools and support departments with the goal of providing the best possible student experience. They will initiate and manage, where appropriate, the outsourcing of services where this produces best value. The appointee will also oversee an ambitious campus development and relocation plan.

---

<b>VACANCY TITLE:</b>	Vice President (Administration)
<b>VACANCIES AVAILABLE:</b>	One
<b>OFFICE:</b>	Office of the President
<b>JOB FAMILY:</b>	Academic
<b>TYPE OF CONTRACT:</b>	FTE 1.0
<b>HOURS OF WORK:</b>	40 Hours/Week (Normally 08:30 AM – 4:30 PM, Sunday – Thursday)
<b>PLACE OF WORK:</b>	University of Kurdistan Hewlêr
<b>REPORTING TO:</b>	President
<b>APPOINTMENT DURATION:</b>	3 Years
<b>PROBATION:</b>	6 Months
<b>APPLICATION DEADLINE:</b>	Four weeks from the announcement date
<b>JD VERSION:</b>	021122

---



University of Kurdistan Hewlêr  
زانکۆی کوردستان ههولێر

**DUTIES AND RESPONSIBILITIES**

- To oversee support services within the University and assume line management responsibilities as agreed with the President
- To review and monitor the effectiveness of support services and implement staff restructuring and outsourcing arrangements as appropriate and agreed.
- Ensure that support services are fully integrated with the academic activities of the University to provide the best possible student experience.
- Work closely with the President and Senior Management Team to oversee the University's planning process and ensure the alignment of resources with the University's overall strategy.
- To monitor the financial performance of the University and ensure that operations are carried out within agreed budgets and that cost savings are achieved wherever possible.
- Working closely with Deans, oversee the system for managing academic workloads and the allocation of duties to ensure a fair and efficient deployment of human resources.
- To oversee the University's estates, IT, procurement, and HR processes to ensure best value and fitness for purpose.
- Working with the President, SMT and Director of the Professional and Executive Education Centre, identify opportunities for income generation through short courses, executive education, training, and consultancy.
- To work with the President to develop productive relationships with companies, universities, and other organizations regionally and internationally.
- To deputise for the President as required and to undertake any other duties commensurate with the seniority of the post and the scope of the role.

---

**PERSON SPECIFICATIONS**

The post-holder should have the following qualifications, skills, and competencies:

- Strong academic background with PhD in a field relevant to the work of the University.
- At least 10 years senior management experience, gained in higher education, industry, or a combination of both.
- An excellent understanding of academic operations and the support functions of a university.
- Strong financial awareness and significant experience of planning, monitoring, and managing budgets.
- Significant line management experience, preferably in a higher education setting.
- Experience of developing policy in a university or closely related context.
- Experience of chairing committees effectively.
- Excellent communication and problem-solving skills.



University of Kurdistan Hewlêr  
زانکۆی کوردستان ههولێر

---

**HOW TO APPLY**

- Interested applicants are requested to email their Application Form, CV, and Personal Statement to [jobs@ukh.edu.krd](mailto:jobs@ukh.edu.krd) by indicating the specific Vacancy Title: Vice President (Administration) 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 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.