



University of Kurdistan Hewlêr
زانکۆی کوردستان ههولێر

Vacancy Announcement

School Administrator

Purpose of Role:

The principal purpose of the role is to provide professional administrative support within the School. The post holder will report to the Dean of School but will work closely with other academic staff within the School and staff within the Academic Registrar's Office.

VACANCY TITLE:	School Administrator
VACANCIES AVAILABLE:	One
SCHOOL:	School of Medicine (SoM)
JOB FAMILY:	Administration
TYPE OF CONTRACT:	FTE
HOURS OF WORK:	40 Hours/Week (Normally 08:30 AM – 4:30 PM, Sunday – Thursday)
PLACE OF WORK:	University of Kurdistan Hewlêr – School of Medicine
REPORTING TO:	Dean of the School of Medicine
APPOINTMENT DURATION:	One Year
PROBATION:	Three Months
APPLICATION DEADLINE:	Application is open until the position is filled.
JD VERSION:	230523

DUTIES AND RESPONSIBILITIES

- To provide a high level of administrative support to the Dean of School, including diary management, secretarial support, document management, and the oversight of School physical resources and consumables.
- To manage the School's Moodle pages and ensure they are kept up to date and that all documentation (e.g. Module Descriptor forms) have been subject to the required approvals.
- To manage the Schools student attendance records, issue poor attendance warnings, and liaison with Academic Registrar's Office staff as appropriate.



University of Kurdistan Hewlêr
زانکۆی کوردستان ههولێر

- To manage examination preparation envelopes in accordance with instructions from the Academic Registrar's Office.
- Act as a School representative in relation to student recruitment and attend events as required.
- Act as secretary to relevant School-level meetings, including School Academic Committee and Staff-Student Committee.
- In liaison with the Academic Registrar's Office, collect and follow up on Mitigating Circumstances forms and associated documentation.
- Undertake invigilation duties as required.
- Liaise with the Finance department over outstanding fees and follow up with individual students as necessary.
- Handle a variety of personnel-related administrative duties. Act as liaison between the HR department and the School employees, ensuring smooth communication and supporting a prompt resolution of all queries. Additionally, supporting daily HR requirements in the school and assisting in coordinating HR policies, processes, and relevant documents.
- Perform other responsibilities consistent with the nature of the duties and at the request of the line manager.

PERSON SPECIFICATIONS

- Bachelor's degree in Business and Management or any other relevant discipline with a minimum of 3 years of experience in Administration, OR;
- Master's degree in Business and Management or any other relevant discipline with a minimum of 1 year of experience in Administration.
- Specialised certification in Office Administration is desirable.
- Advanced spoken and written ability in the English language; 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.



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زانکۆی کوردستان ههولێر

- Ability to assist in the processing of documentation relevant to administrative School functions.
- Advanced working knowledge of word processing and spreadsheet software packages, such as Microsoft Office Word and Excel.
- Good interpersonal and communication skills.
- Good customer service 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.
- 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: School Administrator 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 click [here](#) to download it.
- Only short-listed candidates will be contacted for an interview.