



Code: HR041

University of Kurdistan Hewlêr

زانکۆی کوردستان ههولێر

**Vacancy Announcement**

**ELC Administrator**

The University of Kurdistan Hewlêr (UKH) seeks to employ enthusiastic and well qualified applicants to fill the position of ELC Administrator. The role predominantly focuses on helping test takers create online accounts, booking tests and dealing with general enquiries related to the Pearson Test of English Academic and UCAT but also provides a range of administrative support to the Pearson Test Centre (PTE) in the successful implementation of the vision and strategy of the University. This role would be suited to someone with a high level of administrative experience and with an eye for detail.

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<b>VACANCY TITLE:</b>	ELC Administrator
<b>VACANCY AVAILABLE:</b>	Two
<b>SCHOOL - CENTRE:</b>	School of Social Sciences (SSS) - English Language Centre (ELC)
<b>JOB FAMILY:</b>	Administration
<b>TYPE OF CONTRACT:</b>	FTE 1.0 (Temporary) – Special Service Agreement (SSA)
<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>	Coordinator (ELC) or Assigned Staff
<b>APPOINTMENT DURATION:</b>	July 2023 – October 2023
<b>PROBATION PERIOD:</b>	NA
<b>APPLICATION DEADLINE:</b>	Application is open until the position is filled.
<b>JD VERSION:</b>	040723

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**DUTIES AND RESPONSIBILITIES**

The ELC Administrator will:

- Answer potential applicants' enquiries about Pearson and other exams used for university admissions.
- Help create test takers' accounts for PTE focusing on accuracy.
- Participate in university open days providing information about admissions exams.
- Provide a high level of personal and administrative assistance to the line manager and the Centre.
- Administer and support discrete projects as required.
- Act as the central point of contact for the Centre to manage the communications with staff members, students, the client group and all other external parties dealing with the Centre.
- Create and maintain all necessary records of the Centre.
- Relate with other Offices, School Deans, the Academic and Administration Departments, and external bodies as required.
- Prioritise and circulate points of action and information to a professional standard in order to ensure these activities are managed efficiently.
- Manage own time to ensure tasks are completed within given deadlines.
- Maintain knowledge and understanding of relevant policies and procedures.
- Assist in translation of documents if required.
- 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**

- Good level of English language with excellent communication skills (written and verbal).
- Fluent Kurdish.
- Knowledge of Arabic is desirable.
- A minimum of 2 years of experience as a Personal Assistant or a relevant advanced administrative or secretarial work is desirable.
- Proven computer literacy skills, competency in MS Windows and MS Office package in particular: Word, Outlook, Access and Excel.
- Excellent interpersonal skills to deal with a wide range of people including students, graduates, University staff and other stakeholders.
- To be a team player.
- Experience of carrying out a wide range of administrative duties to support a multi-functional team.
- Experience of working in the education sector will be an advantage.
- Excellent organisational and high planning skills and accurate clerical abilities.
- Ability to coordinate events and activities effectively.
- Ability to process documentation relevant to University functions.
- Has a keen eye for detail.
- Can work under pressure.
- Ability to deal with sensitive information with discretion and to maintain confidentiality at all times.

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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](mailto:jobs@ukh.edu.krd) and [k.crawford@ukh.edu.krd](mailto:k.crawford@ukh.edu.krd) by indicating the specific Vacancy Title: ELC 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.