



University of Kurdistan Hewlêr
زانکۆی کوردستان ههولێر

Vacancy Announcement

Quality Assurance and Accreditation (QA&A) Administrator

The University of Kurdistan Hewlêr (UKH) seeks to employ an enthusiastic and well-qualified applicant to fill the position of QA&A Administrator. The role predominantly focuses on diary management, meeting facilitation, and ensuring that all aspects of the institution's Programmes meet or exceed established quality standards. The QA&A Administrator will work closely with the School of Medicine - Medical Education Programme, collaborating with faculty and staff members to facilitate the accreditation process and drive continuous improvements in medical education. This includes managing emails, overseeing physical resources, and handling appointment bookings.

VACANCY TITLE:	Quality Assurance and Accreditation Administrator
VACANCIES AVAILABLE:	One (1)
SCHOOL:	School of Medicine (SoM)
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 – School of Medicine (SoM)
REPORTING TO:	Dean of the School
APPOINTMENT DURATION:	Three Years
PROBATION PERIOD:	Six Months
JD VERSION:	070923



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DUTIES AND RESPONSIBILITIES

The Quality Assurance and Accreditation Administrator, in consultation with the line manager, will:

- Provide a high level of personal and administrative assistance to the School.
- Administer and support discrete projects as required.
- Communicate with other staff members, students, the client group, and all other external parties dealing with QA&A, as required.
- Type, manage, review, and draft documents, reports, minutes, correspondence, diary management, etc. in line with the University procedures and formal practices.
- Create and maintain all necessary and relevant records of the School.
- Manage the supply of stationery and printed resources for the School, as and when requested.
- Manage the physical resources of the office and arrange appropriate maintenance or renewal of equipment e.g., IT, office furniture, etc., as, and when requested.
- Arrange and schedule meetings, events, telephone inquiries, presentations, receiving correspondence, and any other activities relating to the School.
- Relate with other Offices, School Deans, the Academic and Administration Schools, and external bodies as required.
- Prioritise and circulate points of action and information to a professional standard to ensure these activities are managed efficiently.
- Manage own time to ensure tasks are completed within given deadlines.
- Maintain knowledge and understanding of University and School policies and procedures.
- Assist in the 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

- A bachelor's degree or master's degree in management, Administration, healthcare administration, or a relevant field.
- Good level of English language with excellent communication skills (written and verbal).
- Ability to produce a range of professional documents: briefings, minutes, and reports.
- The ability to speak and write in Kurdish and Arabic languages will be an advantage.
- A minimum of 2 years of experience in administrative or secretarial work is essential.
- Proven computer literacy skills, competency in MS Windows and MS Office packages in particular: Word, Outlook, Access, and Excel.
- Excellent interpersonal skills in dealing with a wide range of people including students, graduates, University staff, and other stakeholders. A team player.
- Experience in carrying out a wide range of administrative duties to support a multi-functional team.
- Experience in servicing senior committees/meetings, event coordination, and resource management.
- Experience 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 and a keen eye for details.
- Ability to deal with sensitive information with discretion and to maintain confidentiality at all times.
- Adherence to ethical standards and a commitment to maintaining the integrity of the institution's educational programs.

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: Quality Assurance and Accreditation 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.