



University of Kurdistan Hewlêr
زانكۆی كوردستان ههولێر

Vacancy Announcement

Administration Associate

The Administration Associate will work closely with the Deputy Director and Director of the Centre for Peacebuilding and Dialogue at the University of Kurdistan Hewlêr to primarily assist and support with administrative tasks in the Centre.

Vacancy Title:	Administration Associate
Vacancies Available:	One
Centre:	Centre for Peacebuilding and Dialogue (CPD)
Job Family:	Administration
Type of Contract:	Full-Time
Hours of Work:	40 Hours/Week (Normally 08:30 AM – 4:30 PM, Sunday – Thursday)
Place of Work:	University of Kurdistan Hewlêr (UKH)
Reporting To:	Deputy Director of CPD – Director of CPD
Appointment Duration:	One Year
Probation:	Three Months
Application Deadline:	Application is open until the position is filled.
JD Version:	111023-1



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DUTIES AND RESPONSIBILITIES

- Provide a high level of administrative assistance to the Centre for Peacebuilding and Dialogue.
- Support the implementation of special projects within CPD, and organisation tasks related to events, workshops, and seminars.
- Assisting with the social media coverage of CPD activities.
- Communicating with other departments within the university to request support as necessary.
- Arrange and schedule meetings, events, telephone enquiries, presentations, receiving correspondence, and any other activities [related] to the Centre.
- Help with creating and managing special databases within the Centre.
- Attend meetings as required and record minutes of meetings for follow-up and action.
- Create and maintain all necessary records for the Centre.
- Assist in the translation of documents if required.
- Be available outside regular working hours when needed.
- Respond to appropriate requests from line managers, coordinators, support units, CPD members, etc.
- Undertake any other reasonable duties commensurate with the nature of the post and as requested by the line manager.

PERSON SPECIFICATION

- Bachelor's degree, preferably in social sciences, political sciences, or international relations fields.
- Former experience in administration.
- Solid understanding of social sciences, peacebuilding, culture, arts, and dialogue.
- Excellent command of English and Kurdish languages, other languages are a plus.
- Strong organizational skills and the capacity to work accurately with big amounts of data are required.



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- Ability to work with a team.
- Excellent analytical and critical thinking abilities.
- The ability to understand and follow difficult instructions in a timely and efficient manner.
- Effective communication and interpersonal abilities.
- 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: Administration Associate 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.