



University of Kurdistan Hewlêr
زانکۆی کوردستان ههولێر

Vacancy Announcement

Administration Supervisor to the Vice President (Administration)

Summary:

The University of Kurdistan Hewlêr (UKH) is seeking an accomplished and dynamic professional to fill the position of Administration Supervisor to the Vice President (Administration). This role requires significant experience and expertise in high-level administrative tasks, strategic project management, and advanced coordination skills. The Administration Supervisor will play a crucial role in ensuring the smooth operation of the Office of the Vice President (Administration) and facilitating interactions with internal and external parties, including government ministries and internal and external delegations.

Title:	Administration Supervisor to the Vice President (Administration)
Vacancies Available:	One
Office:	Office of the President
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
Reporting To:	Vice President (Administration)
Appointment Duration:	Three Years
Probation Period:	Six Months
Application Deadline:	The vacancy is open until the position is filled.
JD Version:	270524-1



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Duties and Responsibilities

- **Executive Support:** Provide comprehensive executive support to the Vice President (Administration), including high-level administrative assistance, strategic project management, and policy implementation.
- **Coordination:** Manage communication and coordination with government ministries, internal and external delegations, and other entities. Facilitate visits and meetings to ensure effective collaboration.
- **Project Management:** Lead and oversee complex projects, ensuring alignment with the university's strategic goals and timely completion. Develop project plans, track progress, and report on outcomes.
- **Advanced Documentation:** Prepare, review, and manage high-level documents, including strategic reports, policy briefs, official correspondence, and detailed meeting minutes. Ensure all documentation adheres to university standards and legal requirements.
- **Resource Management:** Oversee the management of physical and digital resources within the Office of the Vice President (Administration), including IT systems, office equipment, and supplies. Ensure optimal resource allocation and maintenance.
- **Budget Oversight:** Monitor and manage the budget for the Office of the Vice President (Administration), including expense tracking, financial reporting, and adherence to budgetary constraints.
- **Event Coordination:** Plan and execute events and meetings related to the Office of the Vice President (Administration), including international conferences, official receptions, and strategic planning sessions. Ensure all relevant events are professionally managed and aligned with the university's objectives.
- **Policy Development:** Assist in the development and implementation of university policies and procedures. Ensure compliance with legal standards and best practices.
- **Translation Services:** Provide advanced translation services for official documents in Kurdish, English, and Arabic languages as required.
- **Confidentiality:** Handle sensitive information with the utmost discretion and maintain strict confidentiality at all times.
- **Continuous Improvement:** Identify and implement process improvements to enhance the efficiency and effectiveness of administrative operations.



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Person Specifications

- **Education:** Master's degree in Management, Administration, Public Administration, or a related field.
- **Experience:** Minimum of five years of high-level administrative experience, preferably in an academic setting. Proven track record in project management and stakeholder engagement.
- **Language Proficiency:** Fluent in English and Kurdish languages, with excellent written and verbal communication skills. Proficiency in the Arabic language is highly desirable.
- **Technical Skills:** Advanced proficiency in MS Office Suite (Word, Excel, Outlook, PowerPoint) and familiarity with project management tools.
- **Interpersonal Skills:** Exceptional interpersonal skills with the ability to interact effectively with a diverse range of stakeholders, including senior officials, academics, and international delegates.
- **Organizational Skills:** Superior organizational and time management skills, with the ability to manage multiple priorities and meet tight deadlines.
- **Analytical Skills:** Strong analytical and problem-solving skills, with the ability to make informed decisions and provide strategic recommendations.
- **Leadership:** Demonstrated leadership abilities, with experience in supervising and mentoring staff.
- **Professionalism:** High level of professionalism, discretion, and integrity. Ability to work independently and as part of a team.

How to Apply

- Interested applicants are requested to email their Application Form, CV, and Personal Statement to jobs@ukh.edu.krd by indicating the Vacancy Title: Administration Supervisor to Vice President (Administration) and inserting the most recent passport-size photo in the area provided on the application form.
- Only complete applications (Application Form, 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.
- The Application Form is available at the Vacancies section on the University website (<http://www.ukh.edu.krd>).
- Only short-listed candidates will be contacted for an interview.