



University of Kurdistan Hewlêr (UKH)

زانكۆی كوردستان ههولێر

Vacancy Announcement

Laboratory Supervisor

The University of Kurdistan Hewlêr is a leading modern University in the Kurdistan region – Iraq and we are at an exciting stage in our development. The School of Medicine (SoM) is making a significant investment in new academic posts to support its strategic development over the next five years and to help further position the School as a key player locally, nationally, and internationally.

We are seeking an inspirational staff to join our team and to contribute to the success and growth of the School. In particular, we would welcome interested candidates who can contribute as a Laboratory Supervisor.

VACANCY TITLE:	Laboratory Supervisor
VACANCY AVAILABLE:	One
SCHOOL:	School of Medicine (SoM)
JOB FAMILY:	Academic
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:	Dean of the School
APPOINTMENT DURATION:	One Year
PROBATION PERIOD:	Three Months
APPLICATION DEADLINE:	Application is open until the position is filled
JD VERSION:	140724-2



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DUTIES AND RESPONSIBILITIES

The Laboratory Supervisor, in consultation with the line manager, will:

- Be familiar with laboratory exercises in Medical Sciences. Anticipate questions that the students may have and offer assistance.
 - Organise and make necessary preparations before each use of the laboratory.
 - Assist students in carrying out instructions and procedures safely and effectively.
 - Ensure the bench tops are clean at the end of all laboratory uses.
 - Follow up with the cleaning timetable of the laboratory and supervise cleaners while cleaning if needed.
 - Attend each medical-based field visit and help students by answering questions and guiding them in how to use different tools.
 - Prepare the required number of laboratory equipment and tools according to the needs of each medical-based laboratory in advance or during the teaching week.
 - Report any damaged equipment and samples directly to the relevant faculty member.
 - Walk around the laboratory to check if there is any maintenance or student to help.
 - Guide students when they need any assistance for their study in any medical-based laboratories.
 - Check and grade the laboratory and field visit reports, quizzes, and assignments.
 - Maintain a professional and satisfactory working environment.
 - 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

The Laboratory Supervisor should have:

- A University degree in a relevant field.
 - Minimum one year of experience in the laboratory.
 - The qualification of being fluent in English Language (Reading, Writing and Speaking).
 - Good knowledge of the use and preparation of Medical Laboratories.
 - Experience in organising students and guiding them in using Medical laboratory tools and equipment.
 - Good knowledge in writing and evaluating scientific laboratory reports as well as assignments.
 - Good knowledge of laboratory safety procedures.
 - Planning and organisational skills, able to prioritise work and plan/schedule.
 - Good team player, ability to work harmoniously with colleagues and students of all cultures and backgrounds.
 - Good interpersonal skills.
 - Commitment to continuous professional development.
 - 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 by indicating the specific Vacancy Title: Laboratory Supervisor 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 the 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>).
 - Only short-listed candidates will be contacted for an interview.
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