



University of Kurdistan Hewlêr
زانکۆی کوردستان ههولێر

Vacancy Announcement

Administration Assistant

The Administration Assistant will work closely with the Mitigation Circumstances Advisor at the University of Kurdistan Hewlêr to primarily assist and support with administrative tasks.

Vacancy Title:	Administration Assistant
Vacancies Available:	One
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:	Mitigation Circumstances Advisor
Appointment Duration:	One Year
Probation:	Three Months
Application Deadline:	Application is open until the position is filled.
JD Version:	020924



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DUTIES AND RESPONSIBILITIES

- Keep in contact and submit all the ready Mitigation Circumstance 'MC's to the Academic Registrar's Office daily .
- Organize meetings with the Academic Registrar to discuss controversial MCs.
- Organize meetings of the Subcommittee of the Exam Boards when necessary.
- Keeping a record of the students who submit MC claims with the necessary notes and follow-up.
- Receiving and processing communication channels, including email, phone, and physical mail.
- Communicating with the students as decided by the Mitigation Circumstances Advisor.
- Ensure functionality of necessary office equipment, and requisition of new equipment and supplies as needed.
- Creating reports and memos for the MC Advisor.
- Help in organizing events, including ordering materials, and requisitioning meeting spaces.
- Attend meetings and record notes and messages for the MC Advisor.
- Keeping records and individual student files.
- Save and retrieve any file upon request.
- Keep confidentiality regarding the information the office deals with very seriously .
- Undertake any other reasonable duties commensurate with the nature of the post and as requested.

PERSON SPECIFICATION

- A master's degree in business management .
- Working knowledge of necessary productivity tools, including Microsoft Office Suite.
- Knowledge of, or the ability to quickly learn how to use standard office equipment, such as fax machines, modern phone systems, and copy machines.



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- Prior experience and skills using software, including Word, PowerPoint, Excel, and others necessary for office work software applications.
 - Proven experience being able to handle multiple tasks at the same time.
 - Notable organizational skills and the ability to provide organization and structure that others can follow.
 - Strong communication skills and the willingness to make phone calls, emails, and other communications.
 - Comfortable working independently when needed, or as part of a team.
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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: Administration Assistant 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.
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