



University of Kurdistan Hewlêr
زانکۆی کوردستان ههولێر

Vacancy Announcement
Communication and Training Administrator

Summary:

The University of Kurdistan Hewlêr (UKH) is seeking a qualified candidate for the position of Communication and Training Administrator within the Professional and Executive Education Centre (PEEC).

We are seeking an experienced individual; This role includes managing social media, client relations, course/event coordination, ICDL holder, and invigilation. The ideal candidate will have a strong background in business management, communications, and proficiency in design, videography, and website management. Fluency in English and Kurdish is required, with Arabic being preferable.

The successful candidate will report to PEEC Director, contributing to the efficient functioning of the Centre. Key responsibilities include developing and implementing strategies to boost engagement across social media platforms, creating multimedia content, and managing the PEEC's webpage. Additionally, conduct and oversee ICDL testing, handle client relations, and coordinate events and collaborations to maintain brand consistency.

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| VACANCY TITLE: | Communication and Training Administrator |
| VACANCIES AVAILABLE: | One |
| CENTRE: | Professional and Executive Education Centre (PEEC) |
| JOB FAMILY: | Administration |
| TYPE OF CONTRACT: | Full Time |
| HOURS OF WORK: | 40 Hours/Week |
| PLACE OF WORK: | University of Kurdistan Hewlêr (UKH) |
| REPORTING TO: | PEEC Director |
| CONTRACT DURATION: | Three Years |
| PROBATION: | 6 Months |
| APPLICATION DEADLINE: | One week after the announcement |
| JD VERSION: | 25092024 |



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DUTIES AND RESPONSIBILITIES

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- Develop and implement communication strategies to increase engagement across social media platforms.
 - Design multimedia content such as videos, graphics, and promotional materials to align with communication strategies besides content creation.
 - Oversee and update the PEEC's webpage to ensure content accuracy and user-friendly navigation.
 - Monitor and analyse communication metrics, reporting on performance for optimization.
 - Conduct ICDL (International Computer Driving License) testing and lead intensive training courses.
 - Conduct student assessments, ensuring feedback is provided for continuous improvement.
 - Seeking clients to enrol for ICDL certificate.
 - Manage client meetings, handle contract negotiations, and maintain client communications.
 - Plan and manage events, workshops, and courses, handling logistics and coordination.
 - Collaborate with internal teams to maintain consistency in branding and communication efforts.
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PERSON SPECIFICATIONS

- Bachelor's degree in business, Management, Communications, or a related field.
- Having 2 years of experience in training institute.
- Holding ICDL certificate with experience in testing and certification standards.
- Proficiency in English and Kurdish is a must; Arabic is preferable.
- Experience in social media management, client communications, and digital content creation.
- Strong skills in videography, graphic design, and website management.
- Experience in delivering and managing training programmes and student assessments.
- Excellent organizational and project management skills.
- Ability to manage events and courses effectively to ensure successful outcomes.



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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: XXXXXX 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.