



University of Kurdistan Hewlêr
زانکۆی کوردستان ههولێر

Vacancy Announcement

Public Relations, Media and Communications Associate (Multimedia Producer)

Summary:

The University of Kurdistan Hewlêr (UKH) is seeking a qualified candidate for the position of Public Relations, Media and Communications Associate (Multimedia Producer) within the Department of Public Relations, Media and Communications (PRMC)

The successful candidate will report to the Director of PRMC, contributing to the efficient functioning of the department to showcase the success of the institution in the highest quality.

VACANCY TITLE:	PRMC Associate (Multimedia Producer)
VACANCIES AVAILABLE:	One
DEPARTMENT:	PRMC
JOB FAMILY:	Administration
TYPE OF CONTRACT:	Full time
HOURS OF WORK:	40 Hours/Week
PLACE OF WORK:	University of Kurdistan Hewlêr (UKH)
REPORTING TO:	PRMC Director
CONTRACT DURATION:	3 Years
PROBATION:	6 Months
APPLICATION DEADLINE:	Open until the position is filled
JD VERSION:	25092024



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DUTIES AND RESPONSIBILITIES

THE POSITION HOLDER, IN CONSULTATION WITH THE LINE MANAGER, WILL:

- Contribute to the overall vision and execution of video and photo content.
- Undertake and manage all aspects of the video production process to ensure high-quality output.
- Undertake and manage all aspects of the photo production process to ensure high-quality output.
- Utilize and recommend advanced technologies, workflows, and post-production methodologies for the development of digital content.
- Help expand university reach via YouTube, podcast, Facebook, Instagram, and website due to high-quality productions put out as needed.
- Oversee/execute captioning, transcription, and "meme-ify" videos as needed.
- Create ads for lead generation (Facebook, IG, Snapchat, Google).
- Contribute to the daily update and monitoring of social media pages, including Facebook, Twitter, YouTube, etc.
- Generate ideas and write scripts for all types of video and stills production needed to promote and publicize the university.
- Publicize to students, staff members, and/or the public events taking place at the university; this may include making announcement videos, updating the university screens/channels, etc.
- Leave the university campus when needed for university use.
- Contribute to the university publications for internal and external audiences.
- Participate in arranging public appearances, all types of events, conferences, graduation ceremonies, lectures, contests, or exhibits for university personnel to promote the university brand.
- Circulate information updates among department members.
- Print, record, and circulate documents, and audio and visual records required for meetings and departmental use.
- Consistently meet individual goals while navigating the role within a larger team.
- Undertake any other duties as requested by the line manager.



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PERSON SPECIFICATIONS

- Years of Experience: 2 years of relevant experience.
- Specialized Certification and/or Training: Specialized certification in video/photo production and editing is desirable.
- Language Skills (Reading, Writing, and Speaking): English language; Kurdish and Arabic languages will be an advantage.
- Computer Skills: Advanced computer and editing skills.
- Specific Technical Skills: Knowledge of camera and audio device tools and operation as well as software.
- Ability to deal with sensitive information with discretion and to maintain confidentiality at all times.
- Advanced knowledge of Adobe Creative Suite (or industry equivalent) software, including Premiere Pro and After Effects required; knowledge of photography and photo manipulation software (e.g., Photoshop, Lightroom).
- Strong videographer with photography skills, which include the setup of video and photo shoots, lighting, sound, and other technical details.
- Knowledge of and demonstrated experience in the digital post-production process.
- Ability to write and edit scripts and pre-production content.
- Ability to support the development, planning, and implementation of a digital media strategy to further the visibility and community engagement goals of projects.
- Ability to perform a broad range of PRMC activities, including tracking of department archives and internal and external channels, etc.
- Ability to listen, discuss, negotiate, and provide advice on difficult, complex, or sensitive issues, considering the views of all parties.
- Comprehensive understanding of general university principles, rules, regulations, and activities.
- In-depth knowledge and use of PRMC platforms for branding and communications.
- Ability to arrange, categorize, keep, and analyze data and information.
- Good interpersonal skills.
- Typing and formatting skills with the ability to apply a specific documentation format.
- Good attention to detail.
- Ability to manage and prioritize own tasks.



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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: PRMC Associate (Multimedia Producer) 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.