University of Kurdistan Hewlêr
زانکۆی کوردستان ههولێر

Vacancy Announcement

Research Officer

The post-holder will report to⁄be directed by, and be supervised by, the Dean of Research and External Engagement. She⁄he will be expected to carry out the following responsibilities, as well as any additional duties assigned by the Dean of Research and External Engagement.

Vacancy Announcement

Vacancy Title: Research Officer

Vacancies Available: One

Office: Office of the President

Job Family: Academic

Type Of Contract: Full-Time Employment (FTE)

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 Research and External Engagement

Appointment Duration: 3 Years

Probation Period: 6 Months

Application Deadline: Open until filled

JD Version: 050924

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Duties And Responsibilities

Administration:

- Assist in developing research strategies and policies.
- Carry out administrative and management tasks related to university research programmes.
- Create and maintain a research database to record all research activities at the university.
- Assist in evaluating financial support for research activities.
- Assist faculty members in finding and applying for research grants.
- Organize academic activities such as conferences, symposiums, seminars, and lectures.
- Keep track of policies, forms, meeting minutes, and research-related documents.
- Monitor research websites.
- Draft media communications, including news releases, posters, website content, and booklets.
- Assist with external engagement activities.

Research:

- Conduct individual and/or collaborative research while adhering to the highest ethical standards.
- Identify external funding opportunities, prepare grant proposals, and assess research findings for potential commercial exploitation in collaboration with the principal investigator.
- Disseminate research findings to relevant stakeholders in an appropriate format.
- Contribute to the broader research and scholarly activities of the research group, centre, or unit, and assist in promoting their profile.
- Participate in internal/external networks to share information and build relationships for future research collaborations.

Teaching and Mentoring:

- Participate in limited teaching hours to enhance personal development and contribute to the unit's teaching and tutoring strategies, ensuring this does not compromise the primary research role.
- Supervise, mentor, and provide day-to-day advice and support to postgraduate students and other junior members of the research group, centre, or unit.
- Engage in appropriate training and development opportunities to enhance transferable skills, career prospects, and reputation.

Person Specifications

Qualifications:

- A Master's degree in a relevant field (e.g., Social Sciences, Humanities, Business, Computer Science, Computer Engineering, IT and Database or other related disciplines). A PhD is preferred but not required.
- Evidence of research experience in an academic or research institution.
- Experience in

Experience:

- At least 2 years of relevant research experience in a university or research organization.
- Experience in identifying funding opportunities and preparing research grant proposals.
- Proven experience in organizing academic activities such as conferences, seminars, or lectures.
- Experience in supervising and mentoring junior researchers or postgraduate students is preferred.

Skills:

- Strong research and analytical skills, with the ability to manage and interpret complex data.
- Excellent organizational and administrative skills, with attention to detail.
- Strong written and verbal communication skills in English. Knowledge of Kurdish and/or Arabic is an advantage.
- Ability to work independently and as part of a team, with strong time-management skills.
- Proficiency in using research management software and tools (e.g., databases, statistical analysis software).
- Familiarity with grant writing and funding processes.

Personal Qualities:

- A proactive and solution-oriented approach to work.
- Commitment to high ethical standards in research.
- Ability to work effectively under pressure and meet deadlines.
- Strong interpersonal skills and the ability to build positive working relationships with colleagues, students, and external stakeholders.

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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: Research Officer 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.5
- 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.