



University of Kurdistan Hewlêr

زانكۆی كوردستان ههولێر

Vacancy Announcement

Administration Officer

Summary:

The Austria Community Centre at the University of Kurdistan Hewlêr (UKH) serves as a milestone in fostering collaboration between the Kurdistan Region and Austria, promoting academic exchange and cultural integration.

The Centre strengthens partnerships with recognised institutions and aims to expand connections with other Austrian and EU universities, offering UKH students opportunities to explore new cultures.

VACANCY TITLE:	Administration Officer
VACANCIES AVAILABLE:	One
CENTRE:	Austria Community Centre
JOB FAMILY:	Administration
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 (UKH)
REPORTING TO:	Director of Austria Community Centre
APPOINTMENT DURATION:	Three Years
PROBATION PERIOD:	Six Months
APPLICATION DEADLINE:	Application is open until the position is filled
JD VERSION:	060225-1

DUTIES AND RESPONSIBILITIES

- Manage daily administrative tasks, including correspondence, scheduling, record-keeping, and preparing reports.
- Support the Centre's Director and staff by maintaining schedules, booking venues, and preparing necessary materials for events and meetings.
- Handle incoming and outgoing communications, ensuring timely responses and accurate dissemination of information.
- Assist in planning and coordinating cultural, academic, and community events at the Centre.
- Act as a liaison between the Centre, UKH departments, and external partners to ensure smooth communication and collaboration.



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- Support marketing efforts by preparing promotional materials and maintaining the Centre's digital presence.
- Undertake any other reasonable duties commensurate with the nature of the post and as requested by the line manager.

PERSON SPECIFICATIONS

- At least three (3) years of administrative experience, preferably in an academic or cultural organisation.
- Strong organisational and time-management skills, with the ability to handle multiple tasks effectively.
- Proficiency in English (written and spoken); knowledge of additional languages (e.g., Kurdish or German) is an advantage.
- Excellent computer skills, including proficiency in MS Office and familiarity with online tools for scheduling and collaboration.
- Strong interpersonal and communication skills, with the ability to work independently and collaboratively.
- Ability to deal with sensitive information with discretion and to maintain confidentiality at all times.

HOW TO APPLY

- Interested applicants are requested to email their Application Form, CV, and Personal Statement to jobs@ukh.edu.krd by indicating the Vacancy Title: Administration 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.
- 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 Current Vacancies on the University website (<http://www.ukh.edu.krd>).
- Only short-listed candidates will be contacted for an interview.