



University of Kurdistan Hewlêr

زانکۆی کوردستان ههولێر

Vacancy Announcement

Events Officer

The newly established Department of Public Relations and External Engagement at the University of Kurdistan Hewlêr (UKH) aims to streamline UKH's communication efforts and enhance engagement with our partners and community. Under the supervision of the line manager, the Events Officer is responsible for the planning, coordination, and execution of university events that promote the institution's image, engage external stakeholders, and support the overall objectives of the department. The role also involves assessing the success of these events through data analysis, feedback collection, and reporting to ensure continuous improvement in event delivery and impact.

Vacancy Title:	Events Officer
Vacancies Available:	One
Department:	Public Relations and External Engagement
Job Family:	Administration
Type of Contract:	FTE 1.0
Hours of Work:	40 Hours/Week (08:30 AM – 04:30 PM, Sunday - Thursday.)
Place of Work:	University of Kurdistan Hewlêr (UKH)
Reporting To:	Public Relations and External Engagement Manager
Appointment Duration:	One Year
Probation Period:	Three Months
JD Version:	180525-2



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Duties And Responsibilities

The Events Officer, in consultation with the line manager, will perform the following:

Event Planning and Coordination:

- Organise and manage university events, including conferences, workshops, seminars, public lectures, and community engagement activities that align with UKH's strategic goals.
- Collaborate with internal departments, student affairs, and external stakeholders to define event objectives, timelines, and required resources.
- Oversee event logistics, including venue selection, vendor coordination, catering, transportation, and staffing to ensure smooth execution.
- Serve as the primary point of contact for event-related inquiries, coordinating details and updates for internal teams and external partners.
- Ensure that all events follow the UKH's branding, communication guidelines, and standards to maintain consistency in messaging and visuals.
- Prepare and manage event budgets, ensuring that events are delivered within budget while maintaining high-quality standards.

Assessment and Reporting:

- Conduct pre-event evaluations to assess whether proposed events align with institutional goals, audience relevance, timing, budget availability, and expected outcomes.
- Make evidence-based recommendations on whether an event should proceed, be revised, or be declined based on strategic impact, resource constraints, and needs.
- Prepare post-event summaries, including lessons learned and recommendations for future planning and prioritisation.

Stakeholder Engagement and Collaboration:

- Work closely with the Public Relations team to align event messaging and public outreach with UKH's broader communication strategy.
- Foster strong relationships with external partners, such as sponsors, media, and academic institutions, to enhance event support and participation.
- Ensure effective communication and coordination with university departments, faculty, and students to promote events internally and externally.

Event Promotion and Digital Engagement:

- Work with the media team to promote events across multiple channels, including the university website, social media platforms, and email newsletters.



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- Create engaging content for event invitations, posters, and promotional materials to maximise attendance and engagement.
- Ensuring that digital strategies align with public relations goals, leveraging social media and other platforms for increased visibility.

Administrative Support:

- Maintain accurate records of events, budgets, feedback, and follow-up actions, ensuring proper documentation and reporting.
- Provide logistical and administrative support during the planning and execution phases of events, ensuring all deadlines and objectives are met.

Undertake any other relevant duties as requested by the line manager.

Person Specifications

- Bachelor's degree in Event Management, Public Relations, Communications, Marketing, or a related field.
- 3–5 years of experience in project management, event planning, public relations, or a similar role within an academic or corporate setting.
- Excellent verbal and written communication skills in English and Kurdish languages. The Arabic language skill is a plus.
- Proven ability to coordinate large-scale events with multiple stakeholders and deliver high-quality experiences.
- Proficiency in event management software, Outlook, and Microsoft Office Suite (Word, Excel, PowerPoint, etc.).
- Maintain strict confidentiality at all times, ensuring that all sensitive information is handled with the utmost discretion and in accordance with institutional policies and data protection regulations.

How To Apply

- Applicants must email their **Application Form**, **CV**, and **Personal Statement** to: **jobs@ukh.edu.krd**
- The **Vacancy Title** must be specified in the subject line of the email.
- Include a **recent passport-size photo** (45mm x 35mm, minimum 150 pixels).
- Only **complete applications** will be considered.
- Application Form can be downloaded from: www.ukh.edu.krd or click [here](#).
- Only shortlisted candidates will be contacted for an interview.