



University of Kurdistan Hewlêr  
زانکۆی کوردستان ههولێر

**Vacancy Announcement**

**Public Relations and External Engagement 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 partners and the community. Under the supervision of the line manager, the Public Relations and External Engagement Officer is responsible for supporting UKH's vision, building strategic relationships with external stakeholders, and ensuring effective communication with the public, partners, and media. In addition to these core functions, the Officer will maintain a comprehensive tracking and reporting system to monitor all departmental activities, initiatives, events, and engagement outcomes.

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<b>Vacancy Title:</b>	Public Relations and External Engagement Officer
<b>Vacancies Available:</b>	One
<b>Department:</b>	Public Relations and External Engagement
<b>Job Family:</b>	Administration
<b>Type of Contract:</b>	FTE 1.0
<b>Hours of Work:</b>	40 Hours/Week (08:30 AM – 04:30 PM, Sunday - Thursday.)
<b>Place of Work:</b>	University of Kurdistan Hewlêr (UKH)
<b>Reporting To:</b>	Public Relations and External Engagement Manager
<b>Appointment Duration:</b>	One Year
<b>Probation Period:</b>	Three Months
<b>JD Version:</b>	180525-1

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**Duties And Responsibilities**

The Public Relations and External Engagement Officer, in consultation with the line manager, will perform the following:

Public Relations:

- Develop public relations strategies to enhance UKH's visibility and reputation.
- Support the line manager to build and maintain relationships with stakeholders for inquiries.
- Coordinate conferences, interviews, and public appearances for key events and people.

External Engagement:

- Support the line manager to identify, initiate, and maintain partnerships with external stakeholders including government entities, community organisations, donors, and partners within and outside Iraq.
- Support the line manager to organise and manage outreach events, stakeholder meetings, and engagement activities.
- Support the line manager between UKH and external stakeholders to ensure alignment and effective collaboration.

Communications:

- Work closely with internal departments to ensure consistent messaging across all channels.

Activity Tracking and Reporting:

- Maintain a system for tracking all departmental activities, including events, stakeholder interactions, PR campaigns, and engagement initiatives.
- Compile weekly, monthly, and quarterly reports on departmental outputs and outcomes.
- Monitor key performance indicators to assess the effectiveness of communication and engagement efforts.
- Ensure timely documentation and archiving of all public relations and external engagement materials and reports.

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



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### Person Specifications

- Bachelor's degree in Political Science, Public Relations, Communications, Marketing, Journalism, or related field.
- Minimum of 3–5 years of experience in public relations, communications, or stakeholder engagement.
- Proven track record in media relations and external engagement.
- Strong organisational and project management skills, including the ability to track and report on multiple initiatives.
- Excellent verbal and written communication skills in English and Kurdish languages. The Arabic language skill is a plus.
- Strong writing and editing skills, with an ability to create content tailored to various audiences and platforms
- Proficiency in tools for media monitoring, activity tracking, and content management.
- Experience in content development, design (Adobe, and other graphic design tools), and media engagement is desired.
- 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.

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### 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](http://www.ukh.edu.krd) or click [here](#).
- Only shortlisted candidates will be contacted for an interview.