



University of Kurdistan Hewlêr
زانکۆی کوردستان ههولێر

Vacancy Announcement
Public Relations and External Engagement Manager

Under the supervision of the Vice President (Administration), the Public Relations and External Engagement Manager will support the Vice President (Administration) in building and maintaining strategic relationships between the University of Kurdistan Hewlêr and external stakeholders, including government agencies, business partners, and other relevant entities within and outside Iraq. This role ensures seamless communication, fosters collaboration, and facilitates the achievement of UKH's goals through effective stakeholder engagement. In addition, the Public Relations and External Engagement Manager will facilitate coordination across departments, and centres to ensure clear communication, efficient execution of activities, and alignment with UKH's overall vision and objectives.

Vacancy Title:	Public Relations and External Engagement Manager
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:	Vice President (Administration)
Appointment Duration:	3 Years
Probation Period:	6 Months
JD Version:	180525



University of Kurdistan Hewlêr
زانکۆی کوردستان ههولێر

Duties And Responsibilities

The Public Relations and External Engagement Manager, in consultation with the line manager, will:

- Act as the focal point of contact between UKH and external stakeholders, ensuring timely and effective communication to build and maintain strong relationships within and outside Iraq.
- Coordinate and manage communications and partnerships with government agencies, the private sector, academic institutions, and community organisations to support UKH's vision, objectives, and initiatives.
- Participate in monitoring regulatory and policy developments relevant to the organisation's operations, providing timely updates and strategic insights to internal teams to ensure compliance and informed decision-making.
- Support the Vice President (Administration) in negotiations, stakeholder meetings, and official presentations, representing the UKH's interests and ensuring consistent messaging and alignment with UKH's priorities.
- Prepare high-quality reports, proposals, briefing materials, and official correspondence for both internal and external use, tailored to specific audiences and purposes.
- Maintain accurate and well-organised documentation of meetings, correspondence, and stakeholder interactions to ensure transparency, continuity, and compliance with UKH's protocols.
- Identify and evaluate opportunities for strategic partnerships, collaborative initiatives, and institutional alliances that align with UKH's vision and add value to its programs and services.
- Proactively address and resolve issues, misunderstandings, or conflicts between UKH and external parties, acting with diplomacy, professionalism, and accountability.
- Support internal coordination across departments, and centres, fostering collaborative communication and facilitating the effective implementation of cross-functional initiatives.
- Contribute to strategic planning efforts by providing insights from external environments, anticipating stakeholder needs, and aligning outreach activities with the organisation's long-term goals.
- Plan, coordinate, and oversee events and engagements involving external stakeholders, such as conferences, workshops, seminars, public forums, and ceremonial functions, ensuring alignment with the UKH's vision and objectives.
- Collaborate with internal departments to define event goals, logistics, content, guest engagement, and promotional strategies.
- Manage event logistics, including venue selection, budgeting, vendor coordination, scheduling, and compliance with health, safety, and institutional standards based on needs.
- Serve as the lead liaison during events, ensuring smooth execution, prompt problem-solving, and professional representation of the organisation.
- Analyse post-event data to produce comprehensive evaluation reports highlighting successes, areas for improvement, and recommendations for future events.
- Ensure proper protocol for high-level events and meetings involving senior university leadership, government representatives, external partners, and academic guests. This includes arranging the sequence of proceedings, introductions, seating arrangements, and ceremonial details.



University of Kurdistan Hewlêr

زانکۆی کوردستان ههولێر

- Coordinate formal invitations and RSVPs for events, ensuring compliance with established protocols for addressing dignitaries and important guests.
 - Maintain consistency with UKH's traditions and international diplomatic etiquette when organising official ceremonies, including meetings, and partnership signing events.
 - Oversee the preparation and distribution of official documents for events, ensuring that language, tone, and format align with university and institutional norms.
 - Monitor and enforce adherence to protocol guidelines during events, ensuring that the university's reputation is maintained, and no mistakes are made in formal interactions with stakeholders.
 - Serve as a media liaison for the Vice President (Administration), handling media inquiries, arranging interviews, and coordinating press releases.
 - Draft press releases, media advisories, and statements on behalf of the Vice President (Administration) and senior leadership, ensuring timely and accurate distribution to relevant media outlets.
 - Ensure that the university's messaging in media relations aligns with its strategic goals, values, and key initiatives, maintaining consistency across all channels.
 - Undertake any other reasonable duties as instructed by the line manager.
-

Person Specifications

Qualifications and Experience

- Minimum of a master's degree in Public Relations, Communications, Business Administration, or a related field.
- At least 6–7 years of managerial experience in communications, external affairs, or public engagement.

Skills and Competencies

- Excellent communication and presentation skills in English, and Kurdish languages.
 - Strong interpersonal and negotiation skills.
 - Proven ability to build and maintain strategic partnerships.
 - High-level writing, editing, and editorial skills.
 - Solid understanding of the public sector and higher education landscape in the region.
 - Strong IT and digital media skills (e.g., MS Office, social media platforms).
 - Ability to manage sensitive information with discretion and maintain confidentiality at all times.
 - Exceptional planning, organisation, and project management skills.
 - Willingness to work flexible hours and travel (if required).
-



University of Kurdistan Hewlêr
زانکۆی کوردستان ههولێر

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.
-