



Code: HR041

University of Kurdistan Hewlêr  
زانکۆی کوردستان ههولێر

**Vacancy Announcement**  
**Registrar**

The Registrar will provide leadership and strategic direction to three Units within the Academic Registrar's Office: (1) Admissions and Recruitment, (2) Registration and Records, and (3) Mitigating Circumstances and Attendance. The Registrar will ensure effective management and security of the assessment process across all academic Schools and their Programmes. The Registrar is a member and secretary of the Executive Management Board led by the President.

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<b>VACANCY TITLE:</b>	Registrar
<b>NUMBER OF VACANCIES:</b>	One
<b>OFFICE:</b>	Academic Registrar's Office (ARO)
<b>JOB FAMILY:</b>	Academic
<b>TYPE OF CONTRACT:</b>	FTE 1.0
<b>HOURS OF WORK:</b>	40 Hours/Week (Normally 08:30 AM – 4:30 PM, Sunday – Thursday)
<b>PLACE OF WORK:</b>	University of Kurdistan Hewlêr
<b>REPORTING TO:</b>	Vice President (Academic Affairs)
<b>APPOINTMENT DURATION:</b>	One Year
<b>PROBATION PERIOD:</b>	Three Months
<b>APPLICATION DEADLINE:</b>	The application is open until the position is filled
<b>JD VERSION:</b>	280525

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**DUTIES AND RESPONSIBILITIES**

The responsibilities and functions of the Registrar will include the:

- Design and promotion of the academic prospectus;
- Enrolment and registration of all students;
- Maintenance of records of all students from entry to the University to graduation;
- Collection, collation, and presentation of academic data relevant to the annual resource allocation process; and to the University's development and planning process;
- Drafting of academic regulations and procedures and the oversight of their implementation;
- Contributing to the approval process, delivery, and assessment of academic courses;
- Organisation of teaching and examination timetables and implementing procedures for setting examinations, collecting, collating, and formalising the results with the academic Schools/Programmes and examination boards;
- Management of academic disciplinary procedures, including appeals;
- Recruitment, deployment, and appraisal of Registry team members;
- Acting as Secretary to the Executive Management Board, Academic Board, and Academic Disciplinary Committee;
- Organisation of degree, certificate, and other University awards congregations and ceremonies;
- Performance of any other reasonable duties and responsibilities as directed by the line manager.



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**PERSON SPECIFICATIONS**

The following qualities and attributes are essential:

- A University degree, preferably at Master's level in Administration, Management, or other relevant fields from an accredited institution;
- Minimum of two years' experience in Higher Education administration. Sound knowledge and experience of higher education in general and the management of universities in particular will be an advantage;
- Strong leadership and interpersonal skills, with the ability to instill in staff a commitment to high standards of service;
- Strong management skills, with the ability to develop flexible teamwork and a positive approach to change and development in collaboration with academic and support staff;
- The ability, both orally and in writing, to communicate clearly with a wide range of audiences;
- The ability to deal with quantitative data and present it effectively to various levels of university management;
- Familiarity with the introduction, management, and use of computer-based record systems;
- Ability to keep confidentiality at all times.

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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](mailto:jobs@ukh.edu.krd), indicating the specific Vacancy Title: Registrar, as the subject of the email, and attach the most recent passport-size photo to the application form.
- Only complete applications will be considered. Ensure the Application Form, Personal Statement, and CV are attached.
- A downloadable Application Form is available under 'Vacancies' on the University website (<http://www.ukh.edu.krd>).
- Only short-listed candidates will be contacted for an interview.