



University of Kurdistan Hewlêr (UKH)

زانكۆی كوردستان ههولێر

Vacancy Announcement

Assistant Lecturer/Lecturer/Assistant Professor/Associate Professor/Professor in Business Management and Business Administration

The University of Kurdistan Hewlêr (UKH) is making significant investments in new academic positions to support its strategic development within the next five years. We seek to recruit academic professionals who will contribute to the success and growth of our School and its Programmes by engaging in teaching, research, and administrative activities across a broad range of disciplines.

Vacancy Title: Assistant Lecturer/Lecturer/Assistant Professor/Associate Professor/Professor in Business Management and Business Administration

Vacancies Available: To be determined

School – Dept.: School of Management and Economics - Business Management/Business Administration

Job Family: Academic

Type of Contract: FTE

Hours of Work: 40

Place of Work: University of Kurdistan Hewlêr

Reporting To: Head of Department

Contract Duration: One Year

Probation: Three Months

Application Deadline: Open until the position is filled.

JD VERSION: 210526-5



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“The University reserves the right and may offer a lower position level based on the selected candidate’s qualifications, experience, and institutional needs”.

Duties And Responsibilities

Teaching:

- Deliver a minimum of 4 – 6 modules (for full-time) per semester to undergraduate and postgraduate students across a broad range of subjects within Business Management and Business Administration.
- Participate in designing modules and programmes to reflect the latest developments in the subject area(s), aligning with University QA policies and professional, statutory, and regulatory body requirements.
- Design and implement appropriate assessment methods corresponding to targeted learning outcomes in module descriptors, ensuring established standards are maintained and timescales adhered to.
- Provide support, counselling, and tutorials to students, including supervising undergraduate and postgraduate dissertations and projects.
- Provide constructive and timely feedback to students and other stakeholders, advising on areas of concern and suggesting improvements.
- Offer general support to students with scheduled office hours, tutorials, and follow-up on student attendance and progress.

Research:

- Conduct research and scholarly activities, publishing in areas of Business Management and Business Administration. Ensure research outcomes are relevant to teaching and benefit students, the University, and the Kurdistan Region of Iraq (KRI).
- Present academic papers at national and international conferences and symposiums.



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- Write expert reports, letters, or other documents dealing with complex, contentious, and sensitive situations.
- Enhance the quality of research and support the University's role as a regional leader.

Administration:

- Actively participate in academic and administrative committees at the programme, school, and university levels.
- Contribute to administrative/management tasks such as marketing, student recruitment, directing programmes, and module coordination as required.

Additionally, undertake any other reasonable duties commensurate with the nature of the post as requested by the line manager.

Society Engagement:

- Contribute to knowledge transfer, leadership, public service, income generation, and consultancy activities of the University where appropriate.
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Person Specifications

General Requirements:

- Minimum of a Master's degree for Assistant Lecturer and a PhD for Lecturer and above in Business Management and Business Administration.
 - A recognised Pedagogy/Teaching Certificate at the university level.
 - Fluency in the English Language - Reading, Writing, and Speaking (ability to teach in English).
 - A consistent record of teaching in the specialised area.
 - The ability to comfortably teach across Programmes (minimum of 4 - 6 modules for full-time), and curricula, and to supervise dissertations and project work.
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- Strong knowledge of subject areas combined with a broad subject background.
 - Interpersonal, planning, and organisational skills.
 - A good team player with the ability to work harmoniously with colleagues and students of all cultures and backgrounds.
 - Commitment to high-quality teaching and fostering a positive learning environment for students.
 - Commitment to continuous professional development, academic research, and income generation.
 - Experience in doctoral programme management and successful supervision to completion is an advantage.
 - Ability to deal with sensitive information with discretion and to maintain 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, indicating the specific Vacancy Title: Assistant Lecturer/Lecturer/Assistant Professor/Associate Professor/Professor in Business Management and Business Administration and inserting the most recent passport-size photo in the area provided on the application form.
 - Only complete applications, including the Application Form (with the most recent photo), Personal Statement, and CV, will be considered.
 - The photo must be 45mm x 35mm with no less than 150 pixels for quality.
 - Applications that do not specify the vacancy applied for will not be considered.
 - An Application Form is available at 'Vacancies' on the University website (<http://www.ukh.edu.krd>).
 - Only short-listed candidates will be contacted for an interview.
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