



University of Kurdistan Hewlêr
زانکۆی کوردستان ههولێر

Vacancy Announcement

Internationalisation Officer

Role Overview:

The Internationalisation Officer will contribute to the development and implementation of the institution's international engagement portfolio under the supervision and guidance of the Public Relations and External Engagement Manager. The role requires effective coordination with internal and external stakeholders to support the establishment, management, and evaluation of international partnerships and agreements aligned with institutional priorities.

Vacancy Title: Internationalisation Officer

Vacancies Available: One

School/Dept.: Public Relations and External Engagement

Job Family: Administration

Type of Contract: Full-Time

Hours of Work: 40 Hours/Week (Normally Sunday to Thursday, from 08:30 AM to 04:30 PM)

Place of Work: University of Kurdistan Hewlêr

Reporting To: Manager of Public Relations and External Engagement

Contract Duration: One Year

Probation: Three Months

Application Deadline: The application is open until the position is filled.

JD Version: 060526-2

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



University of Kurdistan Hewlêr
زانکۆی کوردستان ههولێر

DUTIES AND RESPONSIBILITIES

- Support the Public Relations and External Engagement Manager in the planning, coordination, delivery, documentation, and logistical execution of international relations activities, academic partnerships, and related communications.
- Contribute to the drafting, development, review, and negotiation of Memoranda of Understanding (MoUs), partnership agreements, and related institutional documents.
- Coordinate effectively with internal stakeholders to facilitate timely review, validation, and approval of agreements.
- Identify, map, and proactively engage potential international universities, research institutions, and industry partners in alignment with institutional internationalisation priorities and strategic direction.
- Support the implementation and operationalisation of the institution's internationalisation strategy, initiatives, and collaborative programs.
- Prepare high-quality concept notes, project proposals, partnership briefs, and other strategic documentation to support institutional collaborations.
- Monitor, track, and evaluate the progress and outcomes of international agreements and collaborative activities, ensuring systematic documentation and reporting of findings.
- Develop, maintain, and regularly update a centralised database of international partners, agreements, and stakeholder networks.
- Ensure proper archiving and management of all documentation related to international partnerships, agreements, and communications, both in digital and physical formats, in accordance with institutional policies and procedures.
- Support academic staff and students by responding to queries and providing guidance related to international partnerships, exchange programs, and collaboration opportunities.
- Manage and continuously update the institution's internationalisation content across the website and other communication platforms, ensuring accuracy, consistency, and alignment with ongoing activities and partnerships, in coordination with relevant departments.
- Undertake any additional duties commensurate with the level and scope of the role, as reasonably requested by the Public Relations and External Engagement Manager.



University of Kurdistan Hewlêr
زانکۆی کوردستان ههولێر

PERSON SPECIFICATION

- Bachelor's degree or higher in International Relations, Communication, Business Administration, Public Relations, or a related field.
- Fluency in English, Kurdish, and Arabic Languages - Reading, Writing, and Speaking.
- Minimum of 3 years of proven professional experience in international collaboration, partnership development, fundraising, project proposal writing, or institutional external engagement, preferably within higher education or international organisations.
- Demonstrated experience in drafting and managing MoUs, international agreements, and multi-stakeholder institutional partnerships.
- Strong track record in preparing concept notes, funding applications, and competitive project proposals for international or donor-funded initiatives.
- High-level experience in coordinating with internal departments and external international partners in complex institutional environments.
- Strong analytical, writing, and communication skills with the ability to work under institutional governance structures and reporting lines.
- Experience in database management, reporting systems, and structured documentation archiving is an advantage.
- A good team player with the ability to work harmoniously with colleagues and students of all cultures and backgrounds.
- Maintain confidentiality and handle sensitive institutional, partnership, and stakeholder information with professionalism and discretion.

HOW TO APPLY

- Interested applicants are requested to email their Application Form, CV, and personal statement to **jobs@ukh.edu.krd** by indicating the specific Vacancy Title: Internationalisation Officer, and inserting the most recent passport-size photo in the designated area on the application form.
- Only complete applications — Application Form (with the most recent photo), personal statement, and CV — will be considered.
- The size of the photo must be 45mm × 35mm with no less than 150 pixels for quality.
- Any application that does 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.