



University of Kurdistan Hewlêr  
زانكۆی كوردستان ههولێر

### Vacancy Announcement

#### Laboratory Assistant in Computer Science and Engineering

##### Job Purpose:

To support the Computer Science and Engineering Programme by preparing, maintaining, and managing laboratory equipment, hardware, software, and materials. The post-holder will ensure that laboratories are safe, organised, and fully equipped to deliver practical sessions in computing and engineering. The post-holder will assist academic staff and students during laboratory activities and uphold safety, cybersecurity, and operational standards within the laboratories.

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**Vacancy Title:** Laboratory Assistant in Computer Science and Engineering

**Vacancies Available:** One

**School/Dept.:** School of Science and Engineering – Computer Science and Engineering

**Job Family:** Academic

**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:** Head of Department

**Contract Duration:** One Year

**Probation:** Three Months

**Application Deadline:** Application is open until the position is filled.

**JD Version:** 060526-1

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## **DUTIES AND RESPONSIBILITIES**

### **Laboratory Preparation and Support**

- Prepare and configure computers, software environments, and network setups for laboratory sessions.
- Assist academic staff during practical sessions by providing technical and laboratory-related support.
- Assist students in the safe and correct use of computing, networking, and engineering equipment.

### **Laboratory Maintenance and Safety**

- Monitor and maintain the functionality, safety, and cleanliness of laboratory hardware, software, and equipment.
- Ensure compliance with IT security, data protection, and safety standards within laboratory environments.
- Coordinate the troubleshooting, repair, and upgrade of laboratory computers and related devices in collaboration with the IT Admin Dept.

### **Inventory and Administration**

- Manage laboratory assets, including hardware, software licenses, peripherals, and consumables.
- Maintain records of equipment usage, software installations, and laboratory activities.
- Assist in scheduling and organising laboratory sessions in coordination with academic staff.

### **Community and Programme Support**

- Contribute to providing a positive and secure laboratory experience for students, staff, and visitors.
- Support outreach, training, and programme-related initiatives that require laboratory or technical assistance.
- Perform any other reasonable duties as requested by the line manager.



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## PERSON SPECIFICATION

### Qualifications

- A Bachelor's degree in Software Engineering, Computer Science, Cybersecurity, or a closely related field.

### Experience

- Previous experience working in a computing or engineering laboratory environment is desirable.
- Experience in managing laboratory hardware, software, and network systems.

### Knowledge and Skills

- Knowledge of computer software, operating systems, programming tools, and laboratory technologies.
- Understanding of laboratory safety, cybersecurity, and IT maintenance procedures.
- Strong organisational and troubleshooting skills.
- Ability to assist staff and students effectively during laboratory sessions.
- Prior industry experience will be considered an asset.

### Personal Attributes

- Responsible, proactive, and safety-conscious.
- Good communication in the English language and teamwork skills.
- Flexible and adaptable to changing laboratory and programme needs.



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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** by indicating the specific Vacancy Title: *Laboratory Assistant in Computer Science and Engineering*, 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.
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