



University of Kurdistan Hewlêr
زانكۆی كوردستان ههولێر

Vacancy Announcement

Senior Registry Associate

The University of Kurdistan Hewlêr is a leading modern university in the Kurdistan Region – Iraq, and we are at an exciting stage in our development. The Academic Registrar’s Office is making a significant investment to support its strategic development over the next five years and to further position the office as a key player in the University’s success.

The Senior Registry Associate will contribute to the success and growth of the office. In particular, to provide an excellent contribution required for the execution of the functions of the Academic Registrar’s Office as instructed by the Registrar. This position will contribute to, in working with the Registrar and in compliance with the University policies and procedures, the implementation of the functions of the Academic Registrar’s Office, and carry out administrative tasks as assigned by the Registrar.

VACANCY TITLE:	Senior Registry Associate
VACANCIES AVAILABLE:	One
OFFICE:	Academic Registrar’s Office
JOB FAMILY:	Administration
TYPE OF CONTRACT:	FTE 1.0
HOURS OF WORK:	40 Hours/Week (Normally 08:30 AM – 4:30 PM, Sunday – Thursday)
PLACE OF WORK:	University of Kurdistan Hewlêr
REPORTING TO:	Registrar
APPOINTMENT DURATION:	One Year
PROBATION PERIOD:	Three Months
ANTICIPATED START DATE:	01 st September 2026
JD VERSION:	210626



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DUTIES AND RESPONSIBILITIES

The Senior Registry Associate will:

- Undertake a wide range of general administrative and office duties, including, but not limited to dealing with emails, typing, writing letters, processing mail, making, and receiving telephone calls, scheduling appointments, photocopying, research, and circulation of information, general filing, maintaining files, updating the database, etc.
- Undertake other clerical and administrative duties relating to Registry functions and be deployed across any team within RO (Admissions, Student Records, Examinations) as demand dictates.
- Participate in the validation and correction of student data.
- Collect, scan, and retrieve students' documents and details.
- Convert documents into electronic format if required.
- Enter and maintain various students' details into a spreadsheet.
- Create a folder for each student and enter all students' details into the relevant folders.
- Ensure students' details and folders are updated accordingly.
- Respond to appropriate requests or inquiries via email or in person; e.g., from students, line manager, School Administrators, faculty members, etc.
- Participate in scheduling any make-up classes as per the School Administrator's request.
- Regularly, check to ensure students' details are valid and correct.
- Participate in the arrangement and organisation of meetings/interviews and coordinating venues.
- Ensure personal files for new students are prepared, and all necessary documents related to the student are included.
- Ensure office equipment is functional, and stationery is well stocked with appropriate liaison with the relevant departmental staff.
- Circulate information updates among the members of the Academic Registrar's Office.
- Make sure that documents required for meetings and office use are printed and circulated on time.
- Coordinate the Academic Misconduct Committee.
- Handle queries at the Front Desk.
- Provide academic advice and regulatory guidance to students.
- Draft verification letters and other formal documents.
- Undertake any other reasonable duties commensurate with the nature of the post and as requested by the line manager.



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PERSON SPECIFICATIONS

The Senior Registry Associate should have:

- A University degree in Administration or any other relevant discipline with a minimum of 4 years of experience in administration.
- Knowledge and clarity on academic admission procedures.
- Experience in Higher Education.
- Advanced spoken and written ability in the English language; Kurdish and Arabic languages will be an advantage.
- Ability to use office equipment, such as a printer, scanner, etc.
- Ability to assist in the processing of documentation relevant to Registry functions.
- Good working knowledge of word processing and spreadsheet software packages, such as Microsoft Office Word and Excel.
- Excellent interpersonal skills.
- Planning and organisational skills - ability to prioritise work, plan/schedule workdays ahead, and work to strict deadlines.
- Ability to provide a high standard of customer service in a busy environment.
- Ability to work independently and as part of a team.

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: Senior Registry Associate and inserting the most recent passport-size photo in the area provided 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 x 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>) or click [here](#) to download it.
- Only short-listed candidates will be contacted for an interview.