



University of Kurdistan Hewlêr
زانکۆی کوردستان ههولێر

VACANCY ANNOUNCEMENT

CAREER DEVELOPMENT AND INTERNSHIP CENTRE (CDIC) ASSISTANT

The purpose of the CDIC Assistant role is to support the provision of career development and internship services and resources to students and alumni. The post-holder will provide administrative and organisational assistance and support communication between the Centre, students, alumni, and other relevant stakeholders.

VACANCY TITLE:	CDIC Assistant
VACANCIES AVAILABLE:	One
CENTRE:	Career Development and Internship Centre (CDIC)
JOB FAMILY:	Administration
TYPE OF CONTRACT:	Full-time
HOURS OF WORK:	40 Hours Per Week
PLACE OF WORK:	University of Kurdistan Hewlêr (UKH)
REPORTING TO:	Career Development and Internship Coordinator
APPOINTMENT DURATION:	One Year
PROBATION:	Three Months
APPLICATION DEADLINE:	Application is open until the position is filled.
JD VERSION (HR):	190726

DUTIES AND RESPONSIBILITIES

The CDIC Assistant, in consultation with the line manager, will:

- Assist with the administration and coordination of internship and placement programmes.
- Assist in arranging and organising career development activities, extracurricular courses, workshops, and other relevant events.
- Collect, organise, and maintain student, employer, and program data, and assist in preparing reports and statistics.
- Support communication and relationship management with students, alumni, employers, academic departments, and other external stakeholders.
- Maintain accurate records, databases, and documentation related to the Centre's activities, partnerships, and student participation.
- Provide general administrative and organisational support to the Centre, as requested by the line manager.



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PERSON SPECIFICATIONS

- Bachelor's degree in business management or a related field.
 - Ability to communicate effectively in English. Kurdish and Arabic language skills are an advantage.
 - Proficiency in Microsoft Office applications and general computer use.
 - Excellent interpersonal skills with the ability to communicate professionally.
 - A high level of commitment, accuracy, and attention to detail.
 - Ability to manage multiple tasks and work effectively within deadlines.
 - Ability to work both independently and as part of a team.
 - Strong organisational and event coordination skills.
 - Professional conduct and the ability to handle information appropriately and confidentially.
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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: CDIC Assistant 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.
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