



University of Kurdistan Hewlêr

زانکۆی کوردستان ههولێر

Vacancy Announcement

Dental Assistant

Job Purpose:

To provide safe and efficient chairside, patient, sterilisation, record-keeping, and stock support within the Dentistry Clinic. The postholder will assist dentists, clinical instructors, and students in preparing and delivering dental care while maintaining high standards of infection control, patient dignity, and clinic organisation.

Vacancy Title: Dental Assistant

Vacancies Available: 2

School/Department: School of Medicine – Dentistry

Job Family: Administration

Type of Contract: Part-Time

Hours of Work: 20 Hours/Week

Place of Work: University of Kurdistan Hewlêr – School of Medicine

Reporting To: Head of Department

Appointment Duration: One Year

Probation: Three Months

Application Deadline: Applications are open until the positions are filled.

JD Version: 260726-5

University of Kurdistan Hewlêr

30 Meter Avenue, Erbil, Kurdistan Region – Iraq

Telephone: +964 (0) 750 857 8811 E-mail: jobs@ukh.edu.krd Internet: <http://www.ukh.edu.krd>



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DUTIES AND RESPONSIBILITIES

Chairside and Patient Support

- Prepare dental surgeries, chairs, instruments, materials, and patient records before clinical sessions and treatments.
- Provide chairside assistance to authorised dentists, clinical instructors, and supervised students during dental procedures.
- Receive and prepare patients for treatment, confirm relevant documentation, and help patients feel informed and comfortable.
- Support the transfer of instruments and materials using safe and efficient chairside techniques.
- Provide approved post-treatment instructions or administrative guidance within the limits of the role.

Sterilisation, Infection Control and Safety

- Clean, disinfect, package, sterilise, store, and distribute dental instruments in accordance with approved infection-control procedures.
- Prepare and maintain treatment areas between patients and dispose of clinical waste and sharps safely.
- Use personal protective equipment correctly and ensure compliance with clinic health, safety, and hygiene procedures.
- Report exposure incidents, equipment faults, shortages, hazards, or breaches of procedure immediately.

Records, Supplies and Clinic Support

- Assist in maintaining accurate patient, treatment, sterilisation, stock, and equipment records.
- Monitor dental materials, instruments, and consumables and inform the line manager of replenishment needs.
- Receive, check, store, and issue approved supplies and ensure that expiry dates and storage requirements are monitored.
- Support appointment flow, room turnover, patient movement, clinical sessions, and authorised outreach activities.
- Carry out radiography-related support only where appropriately qualified, authorised, and supervised.

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Confidentiality

- Maintain the confidentiality of patient, student, clinical, staff, and University information and records at all times.
- Ensure that patient information and clinical documentation are accessed and shared only through authorised channels.

Other Duties

- Perform any other reasonable duties consistent with the nature and level of the post as requested by the line manager.

PERSON SPECIFICATION

Qualifications

- A diploma or degree in Dental Assistance, Dental Nursing, Dentistry, Oral Health, or another closely related field.
- Relevant certification in infection control, sterilisation, first aid, or basic life support is desirable.

Experience

- Previous experience as a dental assistant or in a dental clinic is desirable.
- Experience of chairside assistance, instrument sterilisation, stock handling, and patient support is desirable.

Knowledge and Skills

- Knowledge of dental instruments, materials, chairside procedures, and infection-control practices.
- Ability to follow clinical instructions accurately and work safely within the limits of the role.
- Good organisational, communication, teamwork, and record-keeping skills.
- Ability to communicate appropriately with patients and maintain a calm and respectful manner.
- English-language ability sufficient for the role. Kurdish and Arabic language skills are an advantage.
- Basic proficiency in Microsoft Office and electronic record systems is desirable.

Personal Attributes

- Patient-focused, caring, professional, and safety-conscious.
- Reliable, attentive to detail, and able to work effectively in a busy clinic.
- Respectful, discreet, and committed to confidentiality.

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- Flexible and willing to support different clinical sessions and operational 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, indicating the specific Vacancy Title: Dental Assistant, and inserting the most recent passport-size photo in the designated area on the Application Form.
 - Only complete applications, consisting of the Application Form (with the most recent photo), Personal Statement, and CV, will be considered.
 - The photo must be 45mm x 35mm and no less than 150 pixels in quality.
 - Applications that do not specify the vacancy applied for will not be considered.
 - An Application Form is available under 'Vacancies' on the University website (www.ukh.edu.krd).
 - Only short-listed candidates will be contacted for an interview.
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