



University of Kurdistan Hewlêr

زانکۆی کوردستان ههولێر

Vacancy Announcement

Dentistry Administrator

Job Purpose:

To provide focused administrative support to the Dentistry Department by maintaining accurate academic records, coordinating programme documentation, and supporting quality assurance and accreditation requirements. The postholder will work closely with academic and administrative colleagues to ensure that the Department and its programme information, schedules, correspondence, and evidence are complete, current, and appropriately organised.

Vacancy Title: Dentistry Administrator

Vacancies Available: 1

School/Department: School of Medicine – Dentistry

Job Family: Administration

Type of Contract: Part-Time

Hours of Work: 10 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 position is filled.

JD Version: 260726-6

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

Department and Programme Administration

- Provide administrative support for the Dentistry Department, including correspondence, filing, document preparation, data entry, and record maintenance.
- Maintain organised and current programme records, including approved curricula, module descriptors, handbooks, committee records, staff information, student documentation, and relevant policies.
- Support the preparation and circulation of timetables, teaching schedules, examination information, notices, and Department communications.
- Update approved Department/programme information on Moodle, shared drives, databases, and other University systems as assigned.
- Respond to routine enquiries from staff and students and refer academic or policy matters to the appropriate responsible person.

Quality Assurance and Accreditation

- Collect, organise, track, and securely maintain evidence required for programme monitoring, quality assurance, professional approval, and accreditation.
- Support the preparation of self-evaluation documents, action plans, reports, data returns, meeting records, and accreditation submissions.
- Maintain accreditation evidence registers and follow up outstanding documents with authorised staff.
- Assist with logistical and documentation arrangements for reviews, inspections, external examiners, and accreditation visits.

Meetings, Records and Coordination

- Prepare meeting agendas and papers, take accurate minutes when assigned, circulate approved records, and monitor authorised action points.
- Coordinate with the School administration, Academic Registrar's Office, Quality Assurance and Accreditation Dept., Human Resources Department, Finance Department, and other units as required.
- Assist with attendance records, student progress documentation, mitigating-circumstance paperwork, examination envelopes, invigilation arrangements, and related administrative processes when assigned.
- Prepare routine statistics and reports and check records for completeness, consistency, and accuracy.

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Confidentiality

- Maintain the confidentiality of student, staff, assessment, committee, accreditation, patient-related, and University information and records at all times.
- Store and share sensitive documents only through authorised systems and 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 Bachelor's degree in Business Administration, Education Administration, Health Sciences, Dentistry, or another relevant field.
- A medical or dental background and specialised certification in office or education administration are desirable.

Experience

- Relevant administrative experience, preferably in higher education, medical education, dentistry, quality assurance, or accreditation.
- Experience in document control, records management, minute-taking, data entry, reporting, and coordination.
- Experience with academic programme documentation or accreditation evidence is desirable.

Knowledge and Skills

- Knowledge of professional administrative practices and an understanding of higher-education processes.
- Strong organisational, document-management, time-management, and attention-to-detail skills.
- Advanced spoken and written English. Kurdish and Arabic language skills are an advantage.
- Proficiency in Microsoft Office, particularly Word, Excel, Outlook, and shared electronic filing systems.
- Familiarity with learning-management systems, student-information systems, Moodle, or accreditation databases is desirable.
- Ability to communicate professionally with academic staff, administrators, students, and external stakeholders.

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Personal Attributes

- Professional, accurate, discreet, and dependable.
- Able to work independently within a limited part-time schedule and prioritise essential tasks.
- Able to collaborate effectively with colleagues and follow up actions diplomatically.
- Committed to confidentiality, integrity, and continuous professional development.

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: Dentistry Administrator, 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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