



University of Kurdistan Hewlêr

زانکۆی کوردستان ههولێر

Vacancy Announcement

Events Officer

The Department of Public Relations and External Engagement at the University of Kurdistan Hewlêr (UKH) aims to streamline UKH's communication efforts and enhance engagement with our partners and community. Under the supervision of the line manager, the Events Officer is responsible for planning, coordinating, and executing university events that promote the institution's image, engage external stakeholders, and support the department's overall objectives. The role also involves assessing the success of these events through data analysis, feedback collection, and reporting to ensure continuous improvement in event delivery and impact.

Vacancy Title:	Events Officer
Vacancies Available:	One
Department:	Public Relations and External Engagement
Job Family:	Administration
Type of Contract:	FTE 1.0
Hours of Work:	40 Hours/Week (08:30 AM – 04:30 PM, Sunday - Thursday)
Place of Work:	University of Kurdistan Hewlêr (UKH)
Reporting To:	Public Relations and External Engagement Manager
Appointment Duration:	One Year
Probation Period:	Three Months
JD Version:	290726

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

The Events Officer, in consultation with the line manager, will perform the following:

Event Planning and Coordination:

- Organise and manage university events, including conferences, workshops, seminars, public lectures, and community engagement activities that align with UKH's strategic goals.
- Collaborate with internal departments, student affairs, and external stakeholders to define event objectives, timelines, and required resources.
- Oversee event logistics, including venue selection, vendor coordination, catering, etc. to ensure smooth execution.
- Serve as the primary point of contact for event-related inquiries, coordinating details and updates for internal teams and external partners.
- Ensure that all events follow the UKH's branding, communication guidelines, and standards to maintain consistency in messaging and visuals.
- Foster strong relationships with external partners, such as sponsors, media, and academic institutions, to enhance event support and participation.
- Ensure effective communication and coordination with university departments, faculty, and students to promote events internally and externally.
- Work with the media team to promote events across multiple channels, including the university website, social media platforms, and email newsletters.
- Maintain accurate records of events, feedback, and follow-up actions, ensuring proper documentation and reporting.
- Provide logistical and administrative support during the planning and execution phases of events, ensuring all deadlines and objectives are met.

Undertake any other relevant duties as requested by the line manager.

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Person Specifications

- Bachelor's degree in a relevant field, preferably in Business Management, Public Relations, Communications, or Marketing.
- Minimum of 3 years of relevant experience in event planning, public relations, or a similar role within an academic or corporate setting.
- Excellent verbal and written communication skills in English and Kurdish. Arabic language skills are a plus.
- Proven ability to coordinate large-scale events with multiple stakeholders and deliver high-quality experiences.
- Proficiency in event management software, Outlook, and Microsoft Office Suite (Word, Excel, PowerPoint, etc.).
- Ability to maintain strict confidentiality at all times, ensuring that all sensitive information is handled with the utmost discretion and in accordance with institutional policies and data protection regulations.

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: Events Officer 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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