



University of Kurdistan Hewlêr

زانکۆی کوردستان ههولێر

Vacancy Announcement

Laboratory Assistant in Pharmacy

Job Purpose:

To support the Pharmacy Department by preparing, maintaining, and managing laboratory equipment, instruments, materials, and consumables. The postholder will ensure that pharmacy laboratories are safe, organised, and fully equipped for practical sessions, and will support academic staff and students during laboratory and designated hospital-based activities.

Vacancy Title: Laboratory Assistant in Pharmacy

Vacancies Available: 4

School/Department: School of Medicine – Pharmacy Department

Job Family: Academic

Type of Contract: Part-Time

Hours of Work: 2 positions: 15 Hours/Week; 2 positions: 10 Hours/Week

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

Reporting To: Head of Pharmacy Department

Appointment Duration: One Year

Probation: Three Months

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

JD Version: 260726-1

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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

Laboratory Preparation and Support

- Prepare and set up equipment, instruments, reagents, materials, and consumables required for pharmacy laboratory sessions.
- Assist academic staff during practical sessions and provide laboratory-related support before, during, and after each session.
- Provide students with technical guidance on the safe and correct use of laboratory instruments and materials within the limits of the role.
- Support approved pharmacy-related activities conducted in designated hospitals or external training locations when assigned.

Laboratory Maintenance, Safety and Compliance

- Monitor and maintain the cleanliness, functionality, organisation, and safety of laboratory equipment and spaces.
- Ensure compliance with University health, safety, hygiene, infection-control, and waste-disposal requirements.
- Conduct routine checks of equipment and report faults, hazards, shortages, or damage promptly to the line manager.
- Coordinate approved repair, calibration, servicing, or replacement of laboratory equipment and maintain relevant records.

Inventory and Administration

- Manage laboratory stock, including equipment, materials, reagents, and consumables, and maintain appropriate minimum stock levels.
- Maintain accurate records of inventory, equipment usage, maintenance, incidents, and laboratory activities.
- Support the scheduling and organisation of laboratory sessions in coordination with academic staff.
- Assist with receiving, checking, storing, labelling, and issuing laboratory supplies in accordance with relevant procedures.

Department and Community Support

- Contribute to a positive and safe laboratory experience for staff, students, patients, and visitors.
- Support Pharmacy Department outreach, community, and hospital-related initiatives when laboratory assistance is required.

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Confidentiality and Other Duties

- Maintain the confidentiality of student, staff, patient, assessment, research, and University information and records at all times.
- 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 Pharmacy, Medical Laboratory Science, Chemistry, or a closely related field.
- Relevant laboratory safety, first-aid, or infection-control certification is desirable.

Experience

- Previous experience in a pharmacy, medical, scientific, or teaching laboratory is desirable.
- Experience in handling laboratory instruments, chemicals, reagents, and materials safely.
- Experience of maintaining stock or laboratory records is desirable.

Knowledge and Skills

- Knowledge of pharmacy laboratory procedures, materials, equipment, and basic risk-control measures.
- Awareness of laboratory health, safety, hygiene, infection-control, and waste-disposal protocols.
- Strong organisational, time-management, and record-keeping skills.
- Ability to communicate clearly and support staff and students effectively during practical sessions.
- Basic proficiency in Microsoft Office and electronic record-keeping systems.

Personal Attributes

- Responsible, attentive, and safety-conscious.
- Good communication, teamwork, and interpersonal skills.
- Flexible and adaptable to changing laboratory, hospital, and Department requirements.
- Able to work reliably with limited supervision and to follow approved procedures.



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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: Laboratory Assistant in Pharmacy, 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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