



University of Kurdistan Hewlêr
زانکۆی کوردستان ههولێر

Vacancy Announcement

Clinic Nursing Assistant

VACANCY TITLE:	Clinic Nursing Assistant
VACANCIES AVAILABLE:	One
UNIT:	Clinic Unit
JOB FAMILY:	Administration
TYPE OF CONTRACT:	PTE 0.5
HOURS OF WORK:	20 Hours/Week
PLACE OF WORK:	University of Kurdistan Hewlêr
REPORTING TO:	Manager of Clinic Unit
APPOINTMENT DURATION:	One Year
APPLICATION DEADLINE:	The application is open until the position is filled.
PROBATION:	Three Months
JD VERSION:	261026

Purpose of the Role:

The Clinic Nursing Assistant is responsible for delivering high-quality nursing and primary healthcare services within the UKH Clinic Unit. The role ensures efficient patient care, accurate clinical documentation, and smooth day-to-day operations of the Clinic Unit. The post-holder serves as the first point of contact for students, staff, and faculty members seeking medical assistance and contributes to maintaining a safe and healthy campus environment.



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Main Duties and Responsibilities

Patient Care and Clinical Support

- Receive, register, and triage patients visiting the clinic.
- Measure and record vital signs, including blood pressure, pulse, temperature, respiratory rate, oxygen saturation, weight, height, and BMI.
- Collect, update, and document patient information such as medical history, current complaints, allergies, and medication use.
- Provide first aid and emergency medical care when required.
- Administer prescribed medications and appropriate over-the-counter treatments.
- Perform basic nursing procedures, including wound care, dressing changes, and blood glucose monitoring.
- Provide general health education on topics such as hygiene, nutrition, first aid, and disease prevention.
- Assist in preparing patients for examinations and support physicians during clinical procedures.
- Coordinate with university administration and emergency services when hospital referral or further medical care is necessary.

Administrative and Operational Support

- Maintain accurate and confidential patient records in line with UKH policies.
- Ensure medical equipment is functional, calibrated, and used safely.
- Manage clinic supplies, including stock monitoring and replenishment.
- Support reporting and documentation tasks such as incident forms, patient logs, and referral notes.
- Assist in ensuring the clinic environment remains clean, safe, and organised for daily operations.



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Person Specification

Education and Qualifications

- Bachelor's degree in Nursing from a recognised institution.
- Valid license/registration to practise nursing in the Kurdistan Region/Iraq.
- Certification in Basic Life Support (BLS) or First Aid is mandatory.

Experience

- Minimum of two (2) years of experience in clinical settings, preferably in:
 - Outpatient or primary care units.
 - Emergency or general medical units.
- Demonstrated experience in:
 - Measuring and interpreting vital signs.
 - Supporting physicians during examinations and clinical procedures.
 - Using standard clinical equipment such as blood pressure monitors, glucometers, thermometers, and pulse oximeters.

Knowledge, Skills, and Abilities

- Strong clinical assessment and basic nursing skills.
- Ability to provide first aid and respond to medical emergencies.
- Good understanding of patient confidentiality and medical ethics.
- Excellent organisational and multitasking skills.
- High attention to detail and accuracy in documentation.
- Ability to remain calm and professional in stressful situations.

Language Skills

- Proficiency in English and Kurdish is required.
- Arabic language ability is an advantage.

IT Skills

- Good computer skills, including familiarity with MS Office (Word, Excel, Outlook).
- The ability to use electronic health record (EHR) systems is an advantage.

Personal Qualities

- Professional, compassionate, and patient-centred approach.
- Strong interpersonal and communication skills.
- Ability to work effectively within a team and independently.
- High sense of responsibility, integrity, and confidentiality.
- Commitment to maintaining a safe and healthy campus environment.



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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: Clinic Nursing Assistant and inserting the most recent passport-size photo in the designated area on the application form.
 - Only complete applications (Application Form with 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 the 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>).
 - Only short-listed candidates will be contacted for an interview.
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