



University of Kurdistan Hewlêr
زانکۆی کوردستان ههولێر

Vacancy Announcement Senior Press Officer

VACANCY TITLE:	Senior Press Officer
VACANCIES AVAILABLE:	One
DEPARTMENT:	Public Relations (PR)
JOB FAMILY:	Administration
TYPE OF CONTRACT:	FTE 1.0
HOURS OF WORK:	40 Hours/Week (Normally 08:30 AM – 4:30 PM, Sunday – Thursday)
PLACE OF WORK:	University of Kurdistan Hewlêr
REPORTING TO:	Director of PR
APPOINTMENT DURATION:	2 Years
PROBATION:	6 Months
APPLICATION DEADLINE:	Application is open until the position is filled
JD VERSION:	121218

DUTIES AND RESPONSIBILITIES

The Senior Press Officer, in consultation with the line manager, will:

- Develop and implement a comprehensive digital media plan.
- Develop ideas for features and stories that would promote the University.
- Create consistently clear, accurate and compelling content for external and internal audiences in both English and Kurdish.
- Manage relationships with journalists, reporters.
- Liaise with media on press enquiries and academics/staff interviews.
- Support the general functions of the Department of Public Relations.
- Develop and update the Website's content.
- Develop scheduled newsletters.
- Perform media monitoring and delivery of daily news briefings to faculty/staff.
- Advise the academic staff and managers on dealing with the media.
- Produce high impact coverage for the University.
- Undertake any other reasonable duties commensurate with the nature of the post and as requested by the line manager.



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PERSON SPECIFICATIONS

The Senior Press Officer should have:

- 4-5 years of experience in journalism, news-writing and editing.
- Excellent written and verbal communication skills in both English and Kurdish.
- Degree in social sciences (master's preferred).
- Excellent knowledge of the media, society and politics in Kurdistan Region.
- Genuine interest in higher education, science and student affairs.
- Willingness to adapt and participate in activities outside the 'core role' as required.
- Very good understanding of digital media/social media technicalities and strategies.
- Ability to work on own initiative and as part of a team.
- Ability to systematically identify opportunities for improvement in work systems, and implement changes in collaboration with colleagues.
- Ability to deal with sensitive information with discretion and to maintain confidentiality at all times.

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: Senior Press 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.
 - 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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