



University of Kurdistan Hewlêr
زانکۆی کوردستان ههولێر

JOB DESCRIPTION AND PERSON SPECIFICATION

JOB SUMMARY

University of Kurdistan Hewlêr (UKH) is seeking a talented multimedia producer for the creation of digital contents such as videos, digital marketing campaigns, social media imagery, photography, and motion graphics animations.

JOB DETAILS

VACANCY TITLE:	PR Associate (Multimedia Producer)
VACANCIES AVAILABLE	One
DEPARTMENT:	Public Relations (PR)
JOB FAMILY:	Administration
TYPE OF CONTRACT:	Full-time
HOURS OF WORK:	40/Week (Normally 08:30 AM – 4:30 PM, Sunday – Thursday)
PLACE OF WORK:	University of Kurdistan Hewlêr
REPORTING TO:	Director of the Department
APPOINTMENT DURATION:	1 Year
PROBATION:	6 Months
JD VERSION (HR):	311018-1



University of Kurdistan Hewlêr
زانکۆی کوردستان ههولێر

DUTIES AND RESPONSIBILITIES

The position holder, in consultation with the line manager, will:

- Contribute to the overall vision and execution of all digital content.
- Utilize and recommend advanced technologies, workflows, and post-production methodologies for the development of digital content.
- Help expand University reach via YouTube, Podcast, Facebook, Instagram and website due to high-quality productions put out as needed.
- Oversee/Execute Captioning, Transcription & ‘Meme-ify Videos as needed.
- Create Ads for Lead Generation (Facebook, IG, Snapchat, Google).
- Contribute to the daily update and monitoring of social media pages, including Facebook, Twitter, YouTube, etc.
- Design, place, or check University posters, brochures, announcements, etc.
- Publicize to students, Staff members, and/or public of the events taking place in the University, this may include making posters, updating the University screens, etc.
- Leave the University campus when needed for University use.
- Contribute to University publications for internal and external audiences.
- Participate in arranging public appearances, lectures, contests, or exhibits for the University personnel to promote University brand.
- Contribute to the management and production of UKH newsletter.
- Circulate information updates among Department members.
- Print, record and circulate documents, and audio and visual records required for meetings and departmental use.
- Consistently meet individual goals while navigating the role within a larger team.
- Undertake any other reasonable duties commensurate with the nature of the post and as requested by the line manager.



University of Kurdistan Hewlêr
زانکۆی کوردستان ههولێر

PERSON SPECIFICATIONS

The position holder should have the following:

- Qualification: Bachelor degree.
- Years of experience: 2 years of relevant experience.
- Specialised certification and/or training: Specialised certification in video production and editing is desirable.
- Language skills (reading, writing and speaking): English language; Kurdish and Arabic languages will be an advantage.
- Computer skills: Advanced computer, camera and programming skills.
- Specific technical skills: Knowledge of design techniques and tools.
- Ability to deal with sensitive information with discretion and to maintain confidentiality at all times.
- Advanced knowledge of Adobe Creative Suite (or industry equivalent) software, including Premiere Pro required; knowledge of graphics design and manipulation (e.g., Photoshop, Illustrator, After Effects).
- Strong videographer with photography skills, which include the setup of video and photo shoots, lighting, sound, and other technical details.
- Strong graphic design skills and digital design skills, specifically tailored to presentation design, motion graphics, and infographic design.
- Knowledge of and demonstrated experience in the digital post-production process.
- Ability to support the development, planning, and implementation of a digital media strategy to further the visibility and community engagement goals of projects.
- Ability to perform a broad range of PR activities, including tracking of Department archive and internal and external channels, etc.
- Ability to listen, discuss, negotiate and provide advice on difficult, complex or sensitive issues, considering the views of all parties.
- Comprehensive understanding of general University principles, rules, regulations and activities.
- In-depth knowledge and use of PR platforms for branding and communications.
- Ability to arrange, categorise, keep and analyse data and information.
- Good interpersonal skills.
- Typing and formatting skills with the ability to apply a specific documentation format.
- Good attention to details.
- Ability to manage and prioritise own tasks.



University of Kurdistan Hewlêr
زانکۆی کوردستان ههولێر

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: PR Associate (Multimedia Producer) 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.