



Code: HR041

University of Kurdistan Hewlêr  
زانکۆی کوردستان ههولێر

**Vacancy Announcement**

**Dean of School of Medical Sciences (SMS)**

The Dean is a member of the University Executive Management Board, led by the Vice Chancellor, and will coordinate the administration of academic programmes offered within the School of Medical Sciences at the University of Kurdistan Hewlêr, in a manner that facilitates and maintains the highest standards of education for students in accordance with the mission, core values, and goals of the University.

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<b>VACANCY TITLE:</b>	Dean of School of Medical Sciences (SMS)
<b>VACANCY AVAILABLE:</b>	One
<b>SCHOOL:</b>	Medical Sciences (SMS)
<b>JOB FAMILY:</b>	Academic
<b>TYPE OF CONTRACT:</b>	FTE 1.0
<b>HOURS OF WORK:</b>	40 Hours/Week (Normally 08:30 AM – 4:30 PM, Sunday – Thursday)
<b>PLACE OF WORK:</b>	University of Kurdistan Hewlêr/Academic Hospital
<b>REPORTING TO:</b>	Vice Chancellor
<b>APPOINTMENT DURATION:</b>	Initially for 3 Years (subject to renewal depending on needs, performance and mutual agreement)
<b>PROBATION:</b>	Twelve Months
<b>JD VERSION:</b>	010818

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**DUTIES AND RESPONSIBILITIES**

The Dean will:

- Act as the academic leader of the School; responsible for its day-to-day operations.
- Oversee the management of academic and professional programmes within the School and monitor students' academic progress.
- Line manage the Chair of departments within the School.
- Oversee the grading, reporting of standards and the other methods used by faculty members in measuring students' achievements.
- Support the recruitment/appointment of highly qualified Chair of departments and faculty staff; ensure their professional success, and maximize their ability to contribute to the School.
- Communicate academic policies, standards and expectations to the Chair of departments and faculty members.
- Coordinate the assessment and development of academic programmes within the School.
- Conduct probationary interviews and performance management & appraisal procedures as notified by HR.
- Empower faculty and staff members to achieve performance goals and objectives.
- Serve as a consultant to faculty members in matters of classroom management, teaching methods, and general School academic and administrative procedures.
- Prepare and revise academic and professional programme plans for the School.
- Create and maintain a high quality, productive and supportive educational environment for students.
- Maintain good working relationships with staff members in all academic and non-academic areas.
- Maintain effective communication between students, faculty and Chairs within and out of the School.
- Demonstrate a high level of personal and professional commitment and development.
- Promote the involvement of the School with the community for academic, research and consultancy purposes.
- Participate in academic activities on or off campus and act as a team leader for the School faculty and administrative members as well as students.
- Develop and implement the School's strategic plans consistent with the University plans.
- Conduct regular meetings with faculty members and department Chairs, which will stimulate exchange of ideas on issues of educational interest and concern.
- Coordinate and be responsible for staff requirement within the School and devolved budget.
- Coordinate School's external collaborations.
- Develop strategies for income generation and securing research grants for the School.
- Ensure all the programmes within the School are validated and/or accredited by internationally recognised institutions.
- 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 Dean should have:

- PhD or equivalent in any areas of Medical Sciences.
- At least ten years' experience in a Senior or Management position in Higher Education institutions.
- Fluency in English Language - Reading, Writing and Speaking.
- The ability to continuously develop, monitor and improve academic and professional programmes.
- An understanding of personnel issues and employment contracts.
- The ability to think analytically, creatively and present cases in a cogent and clear manner.
- A good record of academic research, publications and income generation.
- An ability to combine clear, firm management and a harmonious relationship with academic colleagues and students.
- Qualifications and experience in subject areas currently taught within the School of Medical Sciences.
- Knowledge and experience in addressing and mitigating student-related problems.
- Experience in applying instructional technologies to teaching and learning.
- Knowledge of policy formulation and analytical methods to establish practical policies.
- Demonstrated ability in building and maintaining partnerships.
- The ability to establish personal and professional credibility with internal and external constituencies.
- Broad knowledge of Higher Education policies, principles, and organisation.
- Ability to deal with sensitive information with discretion and to maintain confidentiality at all times.

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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](mailto:jobs@ukh.edu.krd) by indicating the Vacancy Title: Dean of School of Medical Sciences (SMS) 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 section on the University website (<http://www.ukh.edu.krd>).
- Only short-listed candidates will be contacted for an interview.