

**Position title: Center for Genocide Studies Director**

Application Deadline: 1<sup>st</sup> July 2018

**Job Description (Summary)**

The Center for Genocide Studies Director will be responsible for day-to-day administrative functions. The Center will be responsible for many activities throughout the year such as conferences, seminars and workshops, therefore a yearly professional plan is always drawn and implemented.

Other responsibilities include:

- Managing Data and files in the center.
- Manage and process all daily meeting and requirements.
- Prepare the business plan and annual budget for the center in line with the top management
- Marketing initiatives, launches and promotional campaigns.
- Strategize and implement action plans.
- Participate in the hiring and evaluation of staff at the center.

**Qualifications:**

You will need a business and marketing background at least 5+ experience in similar role.

- Experience of operational management such as managing resources including people and finance.
- English, Arabic and Kurdish languages required.
- Be able to take initiative and work independently

**To Apply:**

Apply by e-mailing your updated CV to [jobs@ue.edu.krd](mailto:jobs@ue.edu.krd) with the title of the position in the subject line.