

Special Services Agreement (SSA) – Visiting Supervisor

This Contract of Employment (hereinafter “contract”), consists of three pages and each page is stamped with the stamp of the Human Resource Department, is made effective for all purposes and in all respects as of **01st October 2023** by and between **The University of Kurdistan Hewlêr (UKH)** (hereinafter “The University”) and **Abdullah Omar Yassen** (hereinafter “The Employee”).

Employer	The University of Kurdistan Hewlêr (UKH)
Employee	Abdullah Omar Yassen
Job Title	Visiting Supervisor
School – Programme	School of Social Sciences - Politics and International Relations
Start Date of Employment	01 st October 2023
End Date of Employment	31 st July 2024
Reporting to	Dean of the School
Type of Appointment	Special Service Agreement (SSA) – Visiting Supervisor
Notice Required for Early Termination by Either Party	
Place of Employment	The principal place of work will be the University of Kurdistan Hewlêr in Erbil/Academic Hospital. The Employee may however be required to work at any premises at which the University provides services, remotely or as required.
Salary Grade/Step	NA
Commencing Salary/Month	USD463.00/Month Tax Free
Supervision Details	Supervising 3 (three) MA Students: (Masood, Bruska and Warden)

Hours of Work

- 2 (two) hours per each student per week. Total working hours is 6 (six) hours per week.

Health and Safety

- The University has a duty to ensure, as far as is reasonably practicable, the health, safety and welfare at work of all its employees. The Employee is also under a duty, while at work, to take reasonable care for the health and safety of him/herself and of others, and, as regards any duty imposed on the University, to co-operate with the University so far as is necessary to enable compliance with that duty.

Confidential Information

- The Employee shall not, except as authorised by the University, use for his/her own benefit or gain, or divulges to any person, firm, company or other organisation and groups whatsoever, any confidential or non-confidential information belonging to the University or relating to its affairs or dealings which may come to Employee’s knowledge during Employee’s employment.
- All confidential or non-confidential records, electronic media, documents and other papers (including copies or extracts) made or acquired by the Employee in the course of Employee’s employment with

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the University are the property of the University and must be returned on the termination of Employee's employment.

- Personnel information about staff members, students or others which may come to Employee's knowledge during employment is confidential and must not be disclosed.
- Discussions or opinions expressed in the University meetings, exams, and salaries are considered as confidential information.
- Personnel information about employees held by the University is confidential and will not be disclosed.
- In accepting this offer, the Employee is giving consent to the publication on the University's website of Employee's work details, unless Employee explicitly does not so consent.
- Prior to the end date of this contract, the Employee should handover to his/her line manager all the documents mentioned in the second bullet point of this section.

Conduct and Behaviour

- The Employee is expected to understand and respect the local culture of Kurdistan region at all times.
- The Employee is expected to reflect a positive image of the University at all times.
- Unacceptable conduct both inside and outside the University may result in disciplinary action based on the University rules and regulations.
- The Employee must maintain a professional relationship with University students and staff members at all times; both during and outside the office hours.
- The Employee must not under any circumstances involve or use the University students or staff members to promote his/her personal, political, religious beliefs or grievance with the University or the Kurdistan Regional Government (KRG).
- The Employee agrees not to make public statements that mention University's name in any way without permission. This includes, but is not limited to, statements to the media, websites, Facebook and Twitter.
- The University Executive Management Board shall have sole discretion to determine the Employee's compliance with the duties, responsibilities and conditions of employment. Cases of established non-compliance will be managed through the disciplinary procedure and may lead to termination as outlined in the University's Disciplinary Procedure.
- The Employee should not discuss with students or parents, or express to them any opinion regarding:
 - Matters of University policy or operations with which s/he disagrees.
 - Any agreements or discussions that have taken place with the University or other members of staff in any official meeting.
- In accepting this offer, the Employee is agreeing to abide by all the above as well as the University Code of Ethics and Conduct.

Variations

- This contract may be varied only with the consent of both parties.
- These terms and conditions of this appointment, together with the Job Offer Letter and UKH Code of Ethics and Conduct, constitute the sole statement of the University's obligations to the Employee as a member of its staff. No written or oral additions to, or subtractions from, these two documents have any validity insofar as terms and conditions of contract are concerned unless they are confirmed in writing by the Executive Management Board.

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- Should the need arise due to changes in the organization and work of the University, the University reserves the right, after consultation with the Employee, to transfer him/her to any other post in the University for which s/he is qualified.
- The terms and conditions of Employee appointment, as distinct from his/her duties, may be, after consultation with the Employee, changed from time to time in the light of the changing needs of the University.
- By accepting the appointment, the Employee agrees that his/her duties may from time to time be changed either wholly or in part after consultation with the Employee.
- The Employment at UKH is subject to satisfactory references, credential checking, the Local Security and Medical Clearance which will take place during the course of the appointment of any new staff.

Disciplinary Procedure

- The University's Disciplinary Procedure will apply. A copy can be obtained from the Human Resource Department.

Use of Information Technology (Including Email and Internet)

- The Employee must comply with the Policy & Procedure on the use of Information Technology in the University (including Internet, Facebook, Twitter and Email) as approved and amended from time to time by the Executive Management Board.

Contract

- By signing this contract, the Employee authorises the University to deduct from his/her salary any sums due to the University, including any overpayments, loans or advances made to the Employee by the University. I accept the terms and conditions of employment as set out above.

Employee

Name	Signature	Date

On Behalf of the University of Kurdistan Hewlêr

Name	Position	Signature	Date
Rang Kamal Hassan Kalameard			