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| C:\Documents and Settings\mesy\Desktop\AU.jpg | **አድማስ ዩኒቨርሲቲ****Admas University** |
|  | **Vacancy ANNOUNCEMENT****Admas University would like to invite qualified and skilled applicants to the following positions:** |
| **S№** | **Positions** | **Educational Qualification** | **Experience** | **Place of Work** | **Number of Positions** |
| 1 | Instructor, Postgraduate Programs | Assistant Professor and above in :* Accounting and Finance
* Business Management
* Project Management or Related fields of study and
* Computer Science
 | Five years and above teaching experience in Higher Learning Institutions  | Addis Ababa and Mekelle | Two for each |
| 2 | Infrastructure and Support Service Team Leader  | Bachelor’s /Master’s degree in:* Computer Science,
* Information Technology,
* Information Systems,
* Computer Engineering or other related fields of study
 | Minimum of five (5) years’ experience at a management level in the area of ICT, including at least two (2) years in the development, implementation, management and operation of networks/communications infrastructure and data center technology/infrastructure.CCNA or MCSE certified. ITIL Service Management qualification is a plus | **Addis Ababa** | **One**  |
| 3 | Instructors for Undergraduate Programs | Master’s Degree and above in;* Business Management
* Marketing Management
* Computer Science
* Accounting & Finance
 | * Two (2) years and above teaching experience in Higher Education Institutions (HEIs)
 | Addis Ababa & Bishoftu | Two for each program |
| 4 | Academic Department Heads for * Business Management
* Marketing Management
* Computer Science
* Accounting and Finance
 | Master’s Degree and above in respective fields of study | * Two (2) years teaching experience in Higher Education Institutions (HEIs)
* Working knowhow of academic rules and regulations
 | Addis Ababa | One for each program |
| 5 | Vice Dean | Bachelor’s Degree and above in;* Business Management
* Marketing Management and
* Computer Science or other related fields of study

NB. COC level 4 is mandatory | * Three (3) years and above relevant experience in TVET College
 | Addis Ababa Mekanissa Campus | One  |
| 6 | TVET Coordinator | Bachelor’s Degree in;* Business Management
* Marketing Management and
* Computer Science or other related fields of study

NB. COC level 4 is mandatory | * Two(2) years and above relevant experience in TVET College
 | Addis Ababa Mekanissa Campus | One  |
| 7 | System Development Team Leader | Bachelor’s or Master’s Degree in: * Computer Science, Software Engineering, or related field.
 | * Minimum of five (5) years of experience in software development, with at least 2 years in a leadership role.
 | Addis Ababa | One  |
| 8 |  DirectorMarketing and Corporate Communication Office | Master’s and above in marketing, English Language or related fields of study | * Minimum of five (5) years of experience in the filed
* Capable of handling multitude promotional activities of a company
* Capable of writing and editing press release, brochures, and other publications.
* Excellent media relations

Capable of conducting market researches and analysis | **Addis Ababa** | **One** |
| 9 | Training and Consultancy Team Leader | Bachelor’s or Master’s Degree in Computer Science, Information Technology, Information Systems or related field, | Minimum of seven (7) years of experience for Bachelor’s degree and 5 years for Master’s degree with at least 3 years in a leadership role in the ICT sector. | Addis Ababa | One |
| 10 |  DirectorTraining and Consultancy Office | Master’s and above in any field preferably in social science fields | * Five years(5) of relevant experience which involves Training and consultancy Service
* Proficiency in relevant computer application software

Strong analytical skills | **Addis Ababa** | **One** |
| 11 |  DirectorResearch, Community Service and University Industry Linkage Office | Master’s and above in any field preferably in social science fields | * Five (5) years of relevant experience which involves conducting, coordinating and promoting research and participating in community service.
* Proficiency in relevant computer application software
* Strong analytical skills
 | **Addis Ababa** | **One**  |
| 12 |  DirectorStudents, Graduates and Alumni Affairs | Master’s and above in any field preferably in social science fields | * Four(5) years and above relevant experience in Higher Learning Institutions
 | **Addis Ababa** | **One** |
| 13 | Training and Consultancy Coordinator | Master’s Degree in;* Economics
* Development Studies
* Business Management or related fields of Study,
 | Minimum of three (3) years of relevant experience. | Addis Ababa | One |
| 14 | Registrar Head  | * BSC and above in Computer Science, Information Technology or related fields of study
 | Three (3) years and above experience in Higher Learning Institutions as: Registrar Head or Assistant/Vice Registrar Head  | **Addis Ababa*** **Kaliti Campus**
 | **One**  |
| 15 | Executive Secretary  | * BSC and above in Secretarial Science or other related fields of study
 | * Six years and above relevant experience
 | Addis Ababa | One |
| 16 | Deputy Executive Secretary  | * BSC and above in Secretarial Science or other related fields of study
 | * Five years and above relevant experience
 | Addis Ababa | One |
| 17 | Assistant Executive Secretary  | * BSC and above in Secretarial Science or other related fields of study
 | * Four years and above relevant experience
 | Addis Ababa | One |
| 18 | Junior Secretary | * Level four and above in Secretarial Science or other related fields of study
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 | Addis Ababa | Three |
| 19 | Record Officer | * Level four and above in Information Technology or other related fields of study
 | * Two years and above relevant experience
 | Addis Ababa | One |
| 20 | Guidance and Counseling Expert | Bachelor’s Degree in;* Psychology
* Marketing Management or other related fields of study
 | * 0
 | Addis Ababa | Three |

* Interested applicants fulfilling the above requirements can submit their CV and copy of non-returnable credentials or testimonials within 10 working days of this announcement in person to HRM office at Head Office of the University, Room Number 01, located in front of Dembel City Center, beside Deluxe Furniture
* Type of employment: Permanent
* Salary: Negotiable
* For further information call us : 0115-50-88-08/10