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ADMAS UNIVERSITY

VACANCY ANNOUNCEMENT

Admas University would like to invite qualified and skilled applicants to the following positions:

S.No	Position	Educational Qualification	Experience	Place of Work	Required Number
1	Academic Department Heads for: <ul style="list-style-type: none">• Business Management• Marketing Management• Computer Science• Accounting and Finance	MA/MBA degree in: <ul style="list-style-type: none">• Business Management• Marketing Management• Computer Science• Accounting and Finance	<ul style="list-style-type: none">• Two (2) years teaching experience in Higher Education Institutions• Working knowhow of academic rules and regulations	Addis Ababa <ul style="list-style-type: none">• Kaliti Campus• Olympia Campus• Megenagna Campus	One (1) for each program
2	Heads of Research and Community Service	PhD in: Educational Research, Policy Research, Economics or other related fields of study	Four (4) years' experience in Higher Education Institution	<ul style="list-style-type: none">• Addis Ababa• Mekelle• Bishoftu• College of Distance Education (A.A)	One (1) for each Campus
3	Heads of Quality Assurance	MA/MBA Degree and Above in: Curriculum, Educational Leadership, EdPM, Educational Psychology and other related fields of study	Two (2) years and above experience in Higher Education Institution	<ul style="list-style-type: none">• Addis Ababa• Mekelle• Bishoftu• College of Distance Education(A.A)	One (1) for each Campus
4	Registrar Head	MSc/MA Degree in: Information Technology, Information Science, Computer Science, Data Administration, Statistics or other related fields of study	Two (2) years and above experience as a registrar	<ul style="list-style-type: none">• Addis Ababa• Bishoftu• Mekelle• College of Distance Education (A.A)	One (1) for each Campus
5	Head of Library	MA/MBA/MBSC degree in: Library Science , Information Science, Management, Statistics or other related fields of study	Two (2) years and above experience as a librarian	Addis Ababa <ul style="list-style-type: none">• College of Distance Education	One (1)
6	Head Of Building Administration	BSc Degree in: Civil Engineering, Construction Management	Two (2) years and above in building administration	Addis Ababa <ul style="list-style-type: none">• Head office	One (1)

		or other related fields of study			
7	Head of Library Assistant	Diploma and above in: Library, Information Science, Management, Statistics or other related fields of study	Two (2) years and above experience as a librarian	Addis Ababa • College of Distance education	One (1)
8	Infrastructure and Support Team Leader	BSc/MSc Degree in Computer Science, Information Technology, Information System, Computer Engineering, or other related fields of study	<ul style="list-style-type: none"> • Five (5) years and above experience at management level in the area of ICT • CCNA or MCSE Certified • ITIL Service Management Qualification is a plus 	Addis Ababa	One (1)
9	Senior Software Engineer	BSc/MSc Degree in Computer Science, Information Technology, Information system, or other related fields of study	Five years and above experience in Software Development	Addis Ababa	One (1)
10	Graphics Designer	BSc Degree in Graphics Design, Fine Arts, Communication Design, or other related fields of study	Three (3) years and above experience in Graphics Design	Addis Ababa	One(1)
11	Instructors for: <ul style="list-style-type: none"> • Business Management • Marketing Management • Accounting and Finance • Computer Science 	MA/MBA degree in: <ul style="list-style-type: none"> • Business Management • Marketing Management • Accounting and Finance • Computer Science, or other related fields of study 	It is preferable to have teaching experience in Higher Education Institution	<ul style="list-style-type: none"> • Addis Ababa • Mekelle • Bishoftu 	Ten (10) for each program/department
12	Human Resource Expert	BA Degree in: Management, Business Management, Human Resource Management or other related fields of study	Two (2) years and above experience in human resources	Addis Ababa • In Head Office	One (2)
13	Research and Community Service Expert	MA degree in: Educational Research, Policy Research, Economics or other related fields of study	Four (4) years and above experience in Higher Education Institution	<ul style="list-style-type: none"> • Addis Ababa • Mekelle • Bishoftu • Distance College 	One (1) for each Campus
14	Quality Assurance Expert	BA Degree and Above in: Curriculum, Educational Leadership, EdPM, Educational Psychology and other related fields of study	Two (2) Years and above experience in Higher Education Institution	<ul style="list-style-type: none"> • Addis Ababa • Mekelle • Bishoftu • Distance College 	One (1) for each Campus
15	Asset and Property	BA Degree in:	Two (2) years and above	Addis Ababa	One (1)

	Valuation Expert	Accounting, Accounting and Finance, or other related fields of study	experience in related filed	• In Head Office	
16	Library Circulation Experts	BA Degree in : Library Science, Information System or other related fields of study	0	Addis Ababa in • Mekanisa Campus • Meskel Campus	Two (2)
17	First Aid Expert	BSc Degree in: HO, Nurse, or other related fields of study	Two (2) years' experience in the field	• Addis Ababa • Mekelle • Bishoftu • College of Distance Education (A.A)	One (1) for each Campus
18	Administrative Assistance	BA/BSc Degree in: Management, Business Management, Property management or other related field of study	0	Addis Ababa • Meskel campus	One (1)
19	Executive Secretary	BA Degree and above in: Secretarial Science and Office administration or other related fields of study	Seven (7) years and above as a secretary	Addis Ababa • Head Office	One (1)
20	Senior Secretary	BA Degree in: Secretarial Science and Office Administration or other related fields of study	Four (4) years and above as a secretary.	Addis Ababa • Head Office	One (1)
21	Assistant Executive Secretary	Level 4 and above in: Secretarial Science and Office Administration or other related fields of study with	Three (3) years and above as a secretary.	Addis Ababa • Head Office	One (1)
22	Junior Secretary	Level 4 and above in: Secretarial Science and Office Administration or other related fields of study (COC is mandatory for level 4)	0	Addis Ababa • Head Office	One (1)

Note

- Interested applicants fulfilling the above requirements can send their updated CV and credential or testimonial documents in PDF only through our University Email address: info@admasuniversity.edu.et
- Applicant must mention the position which they should apply in their application letter
- CGPA of BA/BSc degree for Male ≥ 3.00 and For Female ≥ 2.75 , MA degree for Male ≥ 3.5 and for Female ≥ 3.25 ,
- Master's Thesis result must be very good and above
- Fundamental Computer Skill (Microsoft Office Pack: Word, Excel, Access, Publisher, Outlook, Power point) is required
- The document must be combined in one file
- Application Deadline: August 28, 2024.
- Type of Employment: Permanent
- Salary: Negotiable