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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 	MA/MBA/MSc degree in: <ul style="list-style-type: none"> • Business Management • Marketing Management • Computer Science 	<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"> • Meskel Campus • Megenagna Campus 	One for each (1)
2	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, 	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
3	TVET Program Trainers for:- <ul style="list-style-type: none"> • Accounting and Finance • Marketing and sales management • Hardware and Networking service 	BA/BSC Degree in: <ul style="list-style-type: none"> • Accounting and Finance • Marketing Management • Computer Science and Related Fields of Study • COC Level 4 Certificate is Mandatory 	It is preferable to have teaching experience in TVET Programs	<ul style="list-style-type: none"> • Addis Ababa • Megnagna Campus • Meskel Campus • Misrak Campus • Kaliti Campus 	Two (2) 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 	One (1) for each Campus
5	Head of Library	MA/MBA/MBSC degree in: Library Science , Information Science, Management, Statistics or other related	Two (2) years and above experience as a librarian	Addis Ababa	Three(3)

		fields of study			
6	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)
7	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)
8	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)
9	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
10	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 <ul style="list-style-type: none"> • In Head Office 	One (2)
11	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 	One (1) for each Campus
12	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 	Seven (7)
13	Asset and Property Valuation Expert	BA Degree in: Accounting, Accounting and Finance, or other related fields of study	Two (2) years and above experience in related filed	Addis Ababa <ul style="list-style-type: none"> • In Head Office 	One (1)
14	Library Circulation Experts	BA Degree in : Library Science, Information System or	0	Addis Ababa in <ul style="list-style-type: none"> • Mekanisa 	Six (6)

		other related fields of study		Campus • Meskel Campus • Megegnagna Campus	
15	Administrative Assistance	BA/BSc Degree in: Management, Business Management, Property management or other related field of study	0	Addis Ababa • Meskel campus	One (1)
16	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)
17	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)
18	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)
19	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/MSc 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 Dead Line November, 27, 2024.
- Type of Employment: Permanent
- Salary: Negotiable