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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"> <li>Accounting and Finance</li> <li>Business Management</li> <li>Marketing Management</li> </ul>	MA/MBA/MSc degree in: <ul style="list-style-type: none"> <li>Business Management</li> <li>Marketing Management</li> <li>Computer Science</li> </ul>	<ul style="list-style-type: none"> <li>Two (2) years teaching experience in Higher Education Institutions</li> <li>Working knowhow of academic rules and regulations</li> </ul>	Addis Ababa <ul style="list-style-type: none"> <li>Meskel Campus</li> <li>Megenagna Campus</li> </ul>	One(1) for each Department
2	Instructors for: <ul style="list-style-type: none"> <li>Business Management</li> <li>Marketing Management</li> <li>Accounting and Finance</li> <li>Computer Science</li> </ul>	MA/MBA degree in: <ul style="list-style-type: none"> <li>Business Management</li> <li>Marketing Management</li> <li>Accounting and Finance</li> <li>Computer Science,</li> </ul>	It is preferable to have teaching experience in Higher Education Institution	<ul style="list-style-type: none"> <li>Addis Ababa</li> <li>Mekelle</li> <li>Bishoftu</li> </ul>	Five (5) for each program/ department
3	Quality Assurance Expert	BA Degree and Above in: Curriculum, Educational Leadership, EdPM, and Educational Psychology	Two (2) Years and above experience in Higher Education Institution	<ul style="list-style-type: none"> <li>Addis Ababa</li> <li>Mekelle</li> <li>Bishoftu</li> </ul>	One(1) for each
4	Student Support Service Expert	BA Degree in: psychology, Educational psychology and other Related Fields of study.	It is Preferable to have experience in the relevant position	<ul style="list-style-type: none"> <li>Addis Ababa</li> <li>Mekanisa</li> <li>Meskel</li> <li>Megenagna</li> </ul>	One (1) for each

#### Note

- Interested applicants fulfilling the above requirements can apply in person at the Head of the University HR Office which is located in front of Dembel city center.
- Applicant must mention the position which they should apply in their application letter
- CGPA of BA/BSc degree for Male  $\geq 3.00$  and For Female  $\geq 2.75$ , MA/MSc degree for Male  $\geq 3.5$  and for Female  $\geq 3.25$ ,
- 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
- Application Dead Line January, 18, 2025.
- Type of Employment: Permanent
- Salary: Negotiable