

Vacancy Announcement for the Coordinator Position

Arba Minch University School of Graduate Studies seeks to assign a competent and committed Ethiopian academic staff in the position of Post Graduate Research Coordination Office on merit base.

1. Duties and Responsibilities

- Plans, implements and supervises the post graduate research with emphasis to the competency of AMU;
- Promotes available funds for post graduate research activities in consultation with the bodies concerned;
- Receives post graduate research request and respond accordingly;
- Plan, organize, lead, manage and control the activities of post graduate research;
- Coordinate internal and external assistance for post graduate research programs and allocate resources in consultation with the bodies concerned;
- Develop work program (strategic plan) for efficient management of existing and expanding post graduate research programs, and opening new ones;
- Evaluate existing post graduate research capacity and identify gaps and priority areas for capacity building;
- Prepares annual and quarterly plans and performance reports;
- Monitors the service delivery, evaluates and suggests or introduces improvements;
- Allocate PhD dissertation research and master's thesis research funds to Institutes/Colleges/Schools;
- Link PhD and master's researches with thematic, sponsored research projects, grants and external funding;
- Undertakes other duties given from the Director for School of Graduate Studies.

2. Requirements for the position

The candidate shall have:

- At least a rank of lecturer;
- Excellent communication and interpersonal skill;
- An appreciation of team spirit and demonstrated competence in coordination of research activities;
- Practice in student research management modalities,
- Comprehensive knowledge and understanding of the University working environment.
- Proven experience in creating and enhancing a customer service culture with an organization.
- And possibly other related work experience and trainings;

3. Benefits:

Major benefit: Satisfaction on the achievements and the service delivered to the PG students.

String benefits: As per the legislation for the coordinators.

4. Place and deadline for application:

Interested applicants are required to submit the following documents in a sealed envelope to the Office of School of Graduate Studies Directorate Director before Nov. 20, 2024 G.C, 5:00 P.M.

- Full credentials, Detailed CV, Letter of Motivation
- Other documents as per medium and lower selection guideline of the University

CC//

- Office of the V/President for Academic Affairs.
- Office of Human Resource Development Directorate
- Office of School of Graduate Studies Directorate