

Ref.No : Res/06/92/2017
Date: 10 JAN 2025

Vacant Position for Associate Registrar of Alumni and Tracer Studies

Arba Minch University Registrar and Alumni Directorate advertises a vacant position for Associate Registrar for Alumni and Tracer Studies to appoint a competent and committed Ethiopian academic staff on merit basis.

Requirements: The candidate must have

- At least a rank of a lecturer and above preferably in Statistics, Software, IT, Computer.
- Broader experience in community-based development activities and an understanding of dynamics in academic and research trends:
- Excellent communication and interpersonal skills and proven leadership ability and motivation
- An appreciation of team spirit and demonstrated competence in coordination activities
- An understanding of national policies and international trends and issues that are directly or indirectly related to the activities of the university:
- An appreciation of information technologies and communications:
- Comprehensive knowledge and understanding of the university working environment:
- Commitment towards realization of university industry and technology transfer mission of the university:
- Proven experience in creating and enhancing a customer service culture within and organization:

Duties and responsibilities

- As mentioned in the AMU senate legislation

Accountability

- The Associate Registrar shall be accountable to Registrar and Alumni Directorate director.

Appointment

- Appointment shall be merit based

Terms of Office

- His/her appointments shall be subjected to six months probationary period and shall last for three years
- He/she may compete for one more term



Benefits

- Major benefit is satisfaction by his/her contribution towards success of the vision of the university and achievements of the college and school of graduate studies
- He/she shall receive 1000.00 birr sitting allowance, annualization of basic salary (20% of salary) for his/her service and exempted 6 credit hours teaching loads

Application place and Deadline:

Interested applicants are required to submit the following credentials in a sealed envelope to Registrar and Alumni Directorate office No-309 UNTIL January 24, 2025 5:00 PM

- Application Letter
- Details curriculum Vitae/CV
- Four semester recent evaluation
- All other relevant credentials
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- Vice President for Academic Affairs
- Registrar and alumni Directorate

AMU

