



Ref. No.: AMU9/60/149
Date: 22 APR 2025

Vacancy Announcement for the Director Position

Arba Minch University seeks to assign a competent and committed Ethiopian academic staff in the position of **Entrepreneurship Development and Technology Incubation Director** on merit base.

1. Description

Entrepreneurship Development and Technology Incubation Director office is currently restructured to be responsible to Office of Vice President for Research and Cooperation with three coordination offices; namely Entrepreneurship development and career coordination office, technology business incubation center coordination office, technology transfer and IP coordination office, and campus coordinators.

2. Duties and Responsibilities

Under the Office of Vice President for Research and Cooperation, the director is responsible to carry out the following functions:

- Provides leadership, oversight, and direction for all aspects of the Entrepreneurial development and Technology Incubation.
- Leading Entrepreneurship development and career coordination office, business incubation center coordinator, technology transfer and IP coordination office, and campus coordinators.
- Capacity building and empowering incubatees/start-ups to commercialize business and technologies.
- Establishing and managing technology business incubation center.
- Empowering students to get job through career advisory.
- Efficient planning and organization of entrepreneurship and other incubation programs.
- Develop, coordinate, direct and administer all entrepreneurship and

technology incubation focused programs.

- Planning and implementation of a comprehensive business development support services to MSEs.
- Performs fundraising; collaborates with the deans/directors/department and stakeholders to establish and maintain relationships with potential donors; prepares written proposals for major prospects, corporations, and foundations; develops and maintains records; oversees contacts, communication, and correspondence.
- Provision of strategic guidance and support to participating entrepreneurs in the establishment of voluntary network/associations and to cooperate with them on their training and information activities.
- Prepares and administers budget; performs planning and administrative tasks; sets annual objectives; evaluates effort to attain objectives; maintains records; prepares reports.
- Development of a robust resource mobilization strategy that can sustain the initiative beyond its initial stage.

3. Requirements and Competencies

- At least the rank of lecturer
- Superior partnering and networking skills: initiates and sustains relationships with key stakeholders; advocates effectively, engaging others to take action in desired directions; communicates sensitively and effectively across different constituencies;
- Strong communication skills, both written and oral;
- Very strong initiative taker, with demonstrated capacity to move forward complex processes;
- Ability to work with a strong measure of independence and delegated authority;

- Ability to work as part of a team and effectively lead task teams to results;
- Strategic vision, strong technical and analytic capacities, sound judgment;
- Excellent organizational skills and ability to effectively handle multiple tasks without compromising quality, team spirit, and positive working relationship with all colleagues;
- Experience with the implementation of entrepreneurship and business development strategies.
- Dependability and reliability, initiative and acceptance of needed responsibility.

4. Benefits:

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

String benefits: As per the legislation for the Directors.

5. Place and deadline for application:

Interested applicants are required to submit the following documents in a sealed envelope to the Office of Competency and Human Resource Executive during working hour within 10 working days from the date of this announcement.

- Full credentials, Detailed CV, Letter of Motivation
- Other documents as per the Revised Guideline for Appointment of Middle and Lower-Level Academic Managers [No 01.2025]

Yours Sincerely,



Teklu wegayehu (PhD)
Vice President for Research
& Cooperation



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- Office of the V/President for Research and Cooperation.
- Office of Competency and Human Resource Executive
- Office of Entrepreneurship Development and Technology Incubation Director

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