

Ref. No.: Amu/8^{A2}113/216
Date: 20 JUL 2026

Vacancy Announcement for the Director Position

Arba Minch University seeks to assign a competent and committed Ethiopian academic staff in the Director position of the Research Affairs Directorate on merit base.

1. Duties and Responsibilities

- Planning, organizing, and leading research activities for all colleges, institutes, and centers;
- Developing and implementing policies and procedures for research affairs within the colleges, institutes, and centers;
- Ensuring the proper allocation, implementation and administration of research funds;
- Monitoring the proper implementation of Research and Outreach Management System for all research activities;
- Ensuring the establishment of research workstations and supervising their activities;
- Facilitating the development of interdisciplinary research programs in consultation with relevant units;
- Coordinating internal and external assistance for research projects and allocating resources in consultation with relevant parties;
- Identifying, prioritizing, and facilitating the implementation of research projects with national and regional importance;
- Promoting the development of appropriate incentive schemes for university researchers;
- Developing the research strategic plan and annual plans;
- Prepare and submit quarterly work report and continuous flow of the process;
- Evaluating existing research capacity, identifying gaps, and pinpointing priority areas for capacity building;



- Following up on the formulation of the university's research coordination structure;
- Monitoring the implementation of plans for research capacity building;
- Leading the identification of research thematic areas in consultation with concerned bodies;
- Coordinating, registering, monitoring, and following up on all research and related activities across colleges and institutes;
- Preparing periodic reports on research activities for all colleges and institutes;
- Supporting research for PhD students and selected self-sponsored MA/MSc students;
- Chartering duties and responsibilities for coordination offices under the directorate's authority;
- Ensuring the organization of annual research symposia, seminars, and conferences;
- Ensuring the linkage of completed research outputs with the UILTT/EDIC Directorate;
- Overseeing the provision of appropriate workloads, incentives, and recognitions for researchers in accordance with the university guideline;
- Overseeing the process for addressing breaches and misconduct based on the university guidelines;
- Collaborate with the university finance and procurement directorates to streamline administrative clearance processes and ensure the timely release of research project funds;
- Enforce mandatory anti-plagiarism screening and technical peer-review mechanisms for all internally funded research proposals and final project reports;
- Formulate and coordinate specific research capacity-building programs and grant schemes tailored explicitly for junior researchers and early-career academic staff;
- Discharging other duties given from the Vice President for Research and Cooperation.



2. Requirements for the position

The candidate shall have:

- At least a rank of lecturer;
- Excellent communication and interpersonal skills;
- An appreciation of team spirit and demonstrated competence in coordination of research and innovation activities;
- A strong understanding of research reform, a positive mindset, and free from any conflicts of interest;
- And possibly other related work experience and trainings.

3. **Benefits:** **Major benefit:** satisfaction on the achievements and the service delivered to the community; **String benefits:** As per the legislation for the Directors.

4. Place and deadline for application:

Interested applicants are required to submit the following documents in a sealed envelope to the Office of the Competency and HR Core Process before July 31, 2026 G.C, 5:00 P.M.

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

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- Office of the President
- Office of the Vice President for Research and Cooperation.
- Office of Competency and HR Executive Office
- Office of Research Affairs Directorate
- Public and International Relations Executive Office

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