

Date: May 19, 2022



Vacancy Announcement

- ❖ **Position:** Disance Education Coordinator
- ❖ **Required No:** 1 (One)
- ❖ **Duties and Responsibilities:**
 - ❖ Facilitate the preparation or revision of curriculum by the department heads for Distance education program in the respective department and report to the CDEC dean
 - ❖ In collaboration with the department heads facilitate course offering , Exam, class schedule, and tutorial provision
 - ❖ In collaboration with the respective department heads, follow-up instructors (course planning, teaching, evaluating students learning and entertaining make –up, supplementary exams, and other related issues)
 - ❖ Take full responsibility for distance program at all sites under the college
 - ❖ In collaboration with the respective department heads, offer advisory service on academic matters for students
 - ❖ In collaboration with the respective college and department heads, design procedures for the expansion and quality improvement of DE in the college
 - ❖ In collaboration with the department heads and other coordinators, coordinate teaching material preparations for the center programs in the college
 - ❖ In consultation with CCSC facilitate and follow up the implementation of the Academic Commission decisions on the center programs of the respective college.
 - ❖ Follow up the academic status of Distance Education students in each Semester, and report to the CDEC dean.
 - ❖ Prepare and submit work plans implementation reports to CDEC dean
 - ❖ Organize and submit quarterly and yearly report to CCDE Dean
 - ❖ Follow-up vehicle distribution program for DE
 - ❖ Facilitate and follow up registration (slip preparation, advisory assignment, class and exam (Sup/Make up) schedule, Tutorial provision, Course assignment, Instructors assignment), and module distribution process.
 - ❖ Carry out other assigned activities related the center.
- ❖ **Accountability:** Accountable to the Dean of College of Continuing and Distance Education
- ❖ **Terms of service:** 3 Years



❖ **Required Documents:**

- ✓ Application Letter
- ✓ Detailed CV
- ✓ Academic credentials
- ✓ Working Experience of our university or of other higher education)
- ✓ Letter of Motivation
- ✓ Three consecutive recent Semesters Working Efficiency document
- ✓ Recommendation letter from immediate supervisor or department head
- ✓ Any other supportive documents (HDP Certificate, Committee service, Community service, publication, etc...)

- ❖ **Incentives:** Monthly Allowance of 900 Birr +20% of the salary+7cr teaching load exemption+200 birr mobile card/month

7. Application is open from May 19-27/2022

Full application documents should be submitted to College of Continuing and Distance Education Dean Office (Nech Sar Campus).

- ✓ **Female applicants are highly encouraged!**

College of Continuing and Distance Education

