



**Internal /External Vacancy Announcement**  
**Alpha University College invites qualified Applicants for the Following Positions:**

No	Position	Requirements		Main Tasks	Required Number
		Academic	Work experience		
1	President	MA /PhD	8/6 Years of service of which 5/3 years in academic administration after MA/PhD degree with references	<p>The president is expected to demonstrate those leadership skills necessary for the dynamic pursuit of the goals and objectives embodied in the mission of the University. The president is also expected to understand the higher education needs of the University's service region, work with the CEO /Board to develop proposals for meeting those needs, and provide leadership to foster cooperation between campus and community in fulfilling the University's teaching, research, and public service responsibilities.</p> <p>The president is expected to consult appropriately with faculty, students, classified staff and administrations in discharging the responsibilities of the office. The president is also expected to ensure that the policies, procedures and action of the Board are communicated to appropriate constituencies of the university in a timely manner.</p> <p>As chief executive of the University, the president is charged with the following specific responsibilities:</p> <ol style="list-style-type: none"> <li>1. Exercising effective leadership in the joint effort with the Board to implement the mission of the University, as delineated in role and scope statements approved by the Board.</li> <li>2. Providing effective leadership and support for an academic program that is consistent with the University mission, the needs of those being served, sound standards of quality, and available resources.</li> <li>3. Providing effective leadership and support for a program of student life that complements the academic program and recognizes the diverse interests and needs of the student body.</li> <li>4. Developing a competent administrative organization and staff to ensure effective and management to the university.</li> <li>5. Maintaining lawful, equitable and efficient personnel programs, including: appointment of qualified persons to the faculty and staff and promotion, retention or dismissal for cause of the same. These programs should function in accordance with Board policies and Handbook with due regard for the best interests of higher education and the state of Colorado.</li> <li>6. In addition to any budget formula established by the Board, recommending to the Board annual operating and capital budgets and other plans, financial and otherwise, for realizing the University mission, and priorities of the university and facilitates their achievement.</li> <li>7. Communicating the needs of higher education to the governor, legislation, CCHE, other state and local officials, and citizens of the state in concert with the Board.</li> <li>8. Interacting with appropriate external bodies, including state and national accrediting groups, and professional and athletic association, to achieve the mission of the university in manner consistent with Board policy, statutory and regulatory provisions, and sound academic principles.</li> <li>9. Development of an effective external relations and fundraising program for the University</li> <li>10. Undertaking assignments requested by the Board.</li> <li>11. Demonstrating effective pursuit of the Board's goals and objective for both the current year and the long them.</li> </ol>	1
2	Academic Vice	MA/PhD	6/4 Years of which at least 4/2 years in academic	<ul style="list-style-type: none"> <li>➤ Coordinate the proper implementation of academic programs;</li> <li>➤ Create a conducive environment in which the academic programs of the UC shall expand &amp; the provision of quality education &amp; training shall be maintained,</li> </ul>	1

	<b>President</b>		administration after PhD/MA degree with references	<ul style="list-style-type: none"> <li>➤ Direct &amp; supervise the overall activities of Faculties/Colleges and campuses;</li> <li>➤ Oversee the process of recruitment, appointment &amp; promotion of academic staff.</li> </ul>	
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**For Both Posts**

➤ **Term of Employment**

- He/she shall hold office for a period of 4 Years with the possibility to be reappointed.

➤ **Eligibility**

- Full-time employment of the University College
- Satisfies the required competence and qualification
- Has Good Ethical Code of Conduit
- All required documentation and technical requirements of the selection and appointment process must be in order'

➤ **Skill, ability and behavioral competence**

The candidate should demonstrate, among other, the following competencies:

- Willingness, readiness, and commitment to support the intended change of the University College from status Quo;
- Demonstrated leadership ability;
- Self-initiated, team-spirited and high ethical standard;
- Good interpersonal Communication;
- Firm belief in equality of gender, ethnicity, diversity and multiculturalism; and transparent and participatory leadership and management;

**NB: ENCLOSE THE FOLLWOING WITH YOUR APPLICATION**

1. Brief application statements/paragraph(s) (not more than two pages)
2. Current curriculum vital: including
 

-Bio Data	-Major engagement in AUC/Other higher institutions
-Education & Training	-Publication (if any)
-Experiences in years (Teaching and Administrative)	-Reference (3 persons)

➤ **Salary and Benefits for all Posts- as per the salary & Benefit packages of the University College.**

➤ **Place of Work Alpha University College Addis Ababa**

Interested and qualified applicants are invited to submit their nonreturnable applications, CV and copies of all supporting documents in person to our Human Resource office number 201 located at Arat Killo. . For more information ☎ 011-466-66-11



## ***Vacancy Announcement***

***Alpha Education and Training SC invites qualified Applicants for the Following Positions:***

***Position                      Marketing, Sales and Business Development Senior Officer***

***Accountable to      Business Development and Partner Ship Manager***

### ***Responsibilities and Duties***

#### ***Generating Revenue for the company***

- ✓ *Develops business and marketing plans in coordination with Business Development and Partnership Manager.*
- ✓ *Works in planning of marketing the existing programs and provides input for school's marketing of the new programs.*
- ✓ *Develops business proposals for the existing and new customers.*
- ✓ *Provides input for the development of new business ideas to be launched and research the market for identifying business opportunities.*

#### ***Branding and Media Communications***

- ✓ *Works in company's branding and media communication activities.*
- ✓ *Works in promoting the profile of the University, schools and the new business to be launched.*
- ✓ *Works for the University and Schools' publicity, suggests the alternative platforms the company to be publicized for the customer.*
- ✓ *Updating the University and Schools website, Facebook and Twitter accounts.*
- ✓ *Proposes new ideas to update new webpages and features of the company website.*
- ✓ *Writing, producing and distributing promotional materials / Brochures, posters, flyers etc./ for the University, Schools and other business sectors.*
- ✓ *Providing information/ Press release/ to the Media and Arranging interviews for the General Manager or delegated person.*
- ✓ *Maintaining a photo Library and arranging external and internal photo shoots and filming for the different events / Graduations, Accreditations, Prize giving, school's annual induction activities etc. / of the university and schools.*
- ✓ *Coordinating the University and schools presence at different exhibitions, Bazars and other events both nationally and internationally.*
- ✓ *Participates in industry forums, client discussions, and conferences as a representative of the Company.*

## **Market Research and Analysis**

- ✓ Performs different market analysis to fix reasonable and competent prices for the existing and new services of the company.
- ✓ Gathers market information on competitor services and work on it with the Business Development and partnership Manager to analyze results in relation to the School's marketing plans.
- ✓ Analyzes the current and past budgets, expenses, sales, revenues and product deficiencies in order to provide recommendations for business growth and problem resolution.
- ✓ Prepares the annual marketing budget and track the expenses against the budget.
- ✓ Develops Marketing strategic guideline, Manuals and other creative strategic documents to increase the number of students and to retain the existing ones.
- ✓ Develops in-depth knowledge about business development practices, marketing activities, prospective clients and industry trends.

## **Customer Satisfactions**

- ✓ Respond to the client queries regarding the products in a timely fashion.
- ✓ Explains prospective clients about the advantages of services or products offered and follow up with them in order to close the business deals.
- ✓ Develops creative strategies to retain the clients including interviewing them to take their feedback and incorporate it into the growth plan.
- ✓ Develops strong customer relationships in order to generate high volume of prospective clients.
- ✓ Manages customer calls and appointments effectively for new opportunities.
- ✓ Supervise the client relationship management database and utilize it to manage customer contacts and mailing lists.

### **Qualification and work experience:**

- MA /BA in Marketing, Business Management or any related field of study & at least 4 years practical experience for BA and 2 years practical experience for MA.
- Good personality

**Position**            **Primary and Secondary Schools Manager**

**Accountable to**   **CEO/ General Manager**

### **Responsibilities and Duties**

- ✓ Sets learning goals for students and teachers based on the national curricula.
- ✓ Plans and organizes annual academic work plan for the schools.
- ✓ Ensures the proper implementations of the proposed academic activities according to the agreed work plan.
- ✓ Prepares and present monthly, quarterly and annual Reports to the CEO/ General Manager of the Share Company.
- ✓ Prepares concept notes and proposals to increase the quality of educational services and number of students.
- ✓ Collaborates and works with all schools community members, school - parent Committee and other stake holders to ensure the effectiveness of the objective of the share company.

- ✓ Provides technical and administrative support for the schools leaders and teachers to ensure smooth implementation of teaching and learning processes.
- ✓ Develop and review school policies and assists the school community for its implementation
- ✓ Establishes curriculum guidelines in collaboration with other academic and administrative heads and ensure that guidelines are adhered to.
- ✓ Participates in hiring, training and other employment activities for teachers and staff members to create a dynamite team.
- ✓ Designs systems to monitor and report the performances and efficiencies of teachers, and school leaders.
- ✓ Researches different new resources and techniques to improve teaching methods to make the schools more preferred among other schools.
- ✓ Handles emergencies and schools crises.
- ✓ Proposes ideas to promote and advertise schools, to organize different school events and symposiums in enhancing the quality of services.
- ✓ Oversees school budgeting and revenue generated and works with finance team for the proper utilization of budget and attainment of tuition fee as planned.
- ✓ Works as a sounding board for school leaders and teachers to their education concern on increasing their productivity.
- ✓ Works to keep the standards of the schools as per the requirements set by the National and regional educational Bureaus.
- ✓ Plans and organizes professional development programs / training conferences and workshops/ for teachers, school directors and other staffs to maintain the best academic programs.
- ✓ Performs Other Tasks as assigned

***Qualification and work experience:***

- ***MA/ BA in Education Management, Curriculum Instruction, Education Quality and Management or in any other related field of study and 8/10 years of practical work experience.***

***For both Posts Salary      Negotiable***

***Place of Work                      Addis Ababa Head Office***

***Interested and qualified applicants are invited to submit their nonreturnable applications, CV and copies of all supporting documents in person within ten working days starting from the first day of announcement to our Human Resource office number 07 located at Arat Killo. . For more information***

***☎ 011-126-14-49***