

Ref. No.: Am/59/2/10/58

30 JAN 2023

Date: \_\_\_\_\_

## **Vacancy Announcement for the Coordinator Position**

Arba Minch University seeks to assign a competent and committed Ethiopian academic staff in the position of Development Works Coordination Office on merit base.

### **1. Duties and Responsibilities**

- Identifying local/national community's needs for development intervention;
- Prioritizing identified community needs based on parameters such as urgency, capacity, and spin opportunities;
- Developing concept notes to raise funds from organizations such as NGOs, GOs, Local and national industries, business community so as to effect the intervention;
- Mobilizing community so as to effect development work;
- Coordinating comprehensive and integrated development work on selected few local areas;
- Lunching and supporting volunteerism in the form student club and local societies in different development intervention areas such as sanitation, the environment, gender, culture, and tourism;
- Taking the initiative to replicate the successful integrated developmental works in other communities;
- Facilitating and assuring that new development in technology reach the community;
- Monitors the service delivery, evaluates and suggests or introduces improvement;
- Prepare and submit quarterly work report and continuous flow of the process;
- Evaluate the personnel workers every six month work efficiency the coordination and report it to the relevant office.
- Discharging other duties given from the CS Director.





## 2. Requirements for the position

The candidate shall have:

- At least a rank of lecturer;
- Excellent communication and interpersonal skill;
- An appreciation of team spirit and demonstrated competence in coordination of development activities;
- Training on community development works, project cycle management;
- Experience in environmental rehabilitation and nursery management;
- Experience in community development works;
- 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 coordinators.

## 4. Place and deadline for application:

Interested applicants are required to submit the following documents in a sealed envelope to the Office of Community Engagement Directorate Director before Feb. 19, 2023 G.C, 5:00 P.M.

- Full credentials, Detailed CV, Letter of Motivation
- Other documents as per medium and lower selection guideline (the new)

## CC//

- Office of the V/President for Research and Community Engagement.
- Office of Human Resource Development Directorate
- Office of Community Engagement Directorate
- Coordination Office of Development Works

AMU

