

21May 2026

CALL FOR CANDIDATES

The University hereby invites diligent academic staff with distinguished records of academic, administrative or research experience and evidence of exceptional leadership, interpersonal and communication skills for the following position:

Officer for Continuing and Distance Education

Duties and Responsibilities of Continuing and Distance Education Officer

- ✓ Prepare a strategic plan for continuing and distance education of the university by identifying the educational needs of the public and the private sector
- ✓ The programming of short term & midterm planning and monitoring of these plans compliance of all regulations regarding Continuing and Distance Education
- ✓ Establishing and operating plans which allow continuing and distance education to be selfsupporting and assuring the quality of Continuing and Distance Education Institute programs.
- ✓ The planning, submission and execution of budgets and human resources for the continuing and distance education division.
- ✓ Coordinating the University distance and continuing education in collaboration with the College coordinators.
- ✓ Processing and effecting payments as per the request of College and the financial laws.
- ✓ Expand services and promote innovative approaches to reach traditionally under-served populations, including adult learners;
- ✓ Develop collaborative programs with the business community, industry, government agencies, and non-profit corporations to enhance socio-economic development and the quality of life;
- ✓ Increase both the use of technology for sharing data and systems among higher education institutions and with other government agencies and the private sector;
- ✓ Improve the quality of education by tapping the best global academic resources with a view to nurturing problem-solving skills an entrepreneurial spirit;
- ✓ Design specialized programs of studies specifically tailored to the needs of stakeholders of Continuing and Distance Education;
- ✓ Design policy for recruitment of academic, research, and support staff for Continuing and Distance Education;
- ✓ Work on admission policy, internal and external transfer from/to continuing, and distance education credit, non-credit and short term training programs;



- ✓ Facilitate the launching of graduate programs of study within the Continuing and Distance Education Program in collaboration with the Director of Graduate Studies
- ✓ Revise and update from time to time the rate of tuition fee to provide quality service at affordable fees and means of revenue generation for the university;
- ✓ Develop partnerships both within the University and beyond to discharge its duties and responsibilities;
- ✓ Prepare quarterly and annual reports together with financial statements and compile them in a form of booklets; and
- ✓ Upload quarterly and annual reports of the college on the University's website for each year.
- ✓ Carries out other relevant tasks assigned to him by the Academic Affairs Directorate, Vice President for Academic Affairs and the Senate.

Accountability: to Academic Affairs Directorate

Requirements/experiences/qualification:-

The candidate must:

- Have served as an instructor at Arsi University for at least one year
- Demonstrate good record of leadership accomplishments and prudent management at a senior level in educational, and/or government organizations
- Possess at least a second degree with a minimum of two years' relevant experience
- Have an excellent record in teaching, research and community service activities
- Have served at least half of the term in the previous position to qualify for another
- Be well-acquainted with university academic rules and regulations

NB:

- Candidates should attach relevant credentials as well as their CV and submit the document **within five** consecutive working days from the date of this announcement.
- A letter of two semester's evaluation from the respective department. If applicant came back from study leave, s/he can submit the most recent performance evaluation result before s/he left for the study.
- A letter from the Research and Publication Office ensuring that articles published on reputable journals are submitted to the same
- HDP certificate (if any)
- Community service certificate(if any)
- A training certificate in leadership and management
- A certificate/letter of work experience in managerial position at higher learning institution
- A strategic plan (maximum of 5 pages), outlining how to achieve the institution's mission and vision.
- An applicant cannot request document that was not submitted before the application period
- Female applicants are highly encouraged to apply for the position

Place of Application

- Office of Vice President for Academic Affairs

