

Vacancy announcement

As per the Directive of Ministry of Science and Higher Educations (MoSHE) and the Autonomy Directives 001/2013 of Institute of Technologies (IoTs) to appoint higher education leaders, Bahir Dar Institute of Technology (BiT), Bahir Dar University, has announced vacant positions to appoint the following deputy scientific directors:

1. Deputy scientific director for academics
2. Deputy scientific director for research and community service

Therefore, eligible candidates of BiT employees who meet the following criteria are invited to apply.

Eligibility criteria:

1. Academic rank: Employees of BiT who are Lecturers with second degree and above
2. Work experience: 6 years of experience after first degree
3. Leadership experience: 2 years for candidates with PhD and 3 years for candidates with a second degree (minimum leadership experience shall be in the capacity of department head or equivalent).
4. Strategic plan: candidates are required to prepare a strategic plan demonstrating his/her main activities on how to achieve the vision, mission and goals of the institute.
5. Candidates shall avail in person to present and defend their plan to representatives of the community of BiT, Senate members of BiT, and election committee members.
6. Nationality: Ethiopian
7. Female applicants are encouraged to apply
8. Successful applicants will receive benefits allowed for the respective positions in addition to their basic current salary.

Applicants should submit their application within 10 consecutive working days starting from the date this announcement is posted.

Required documents:

1. Application letter
2. Curriculum Vitae
3. Copies of educational documents
4. Copies of work and leadership experience
5. Strategic plan

Note:

1. Applications should be submitted to BiT's information and strategic communication office. The application documents should be checked for completeness and registered



in the form provided at the office. Then it has to be sealed by the applicant and submitted to the office.

2. Strategic plan specification: not more than 5 pages written in Amharic/English, Power Geez Unicode 1/Times New Roman, font size 12, line space 1.5 and page margins should be 1 from all sides.
3. Affirmative action for applicants with disabilities shall be considered if appropriate documents are provided
4. For further information: applicants can use the following numbers: +251900418808/+251588209338
5. Applicants can access this announcement and duties and responsibilities of the positions at the following website of the institute <https://bit.bdu.edu.et/node/628>
6. The application is open for 10 working days from today 08/12/2020

Supervisory board of BiT



Duties and Responsibilities of Deputy Scientific Director for Academics

The Deputy Scientific Director for Academics shall have the powers and responsibilities to:

- 1) Direct and administer the overall teaching learning activities of the BiT;
- 2) Ensure the inculcation and strict observance of the guiding values of the BiT at all levels of the teaching learning activities;
- 3) Ensure the BDU Senate Legislation, Institute Council, pertinent laws, guidelines and directives of the Institute Council and its committees in relation to the teaching learning are duly implemented and observed;
- 4) Ensure the initiation and development of relevant strategic policies and guidelines to manage and direct the overall teaching learning activities of the Institute;
- 5) Ensure the observance and implementation of strategic policies, guidelines of the Bahir Dar university and BiT in the teaching learning process at all academic levels of the Institute;
- 6) Ensure the productive linkage and relevance of teaching learning with the overall national objectives and societal need;
- 7) Ensure institutional dynamism and leadership to adopt, internalize and excel with international teaching learning standards of excellence;
- 8) Create and maintain conducive environment in the institute for teaching learning;
- 9) Initiate guidelines, or directives which advance the academic goals of the institutes;
- 10) Oversee the implementation of quality standard measures and take corrective measures thereupon;
- 11) Prepare and execute the strategic and annual plans of the institute in relation to teaching learning;
- 12) Review and approve teaching learning related decisions of Faculties, departments and chairs councils of the Institute;
- 13) Ensure the observance of principles of good governance in the overall operation of teaching learning activities in the institute at all units;
- 14) To act on behalf of Scientific Director in case of the latter's absence and
- 15) Submit regular quarterly, half year and annual activity reports of his/her office to the Scientific Director and the Institute Council.
- 16) In addition, he/she will execute the following delegated assignment by the Scientific Director

- a) Be member of Senate of the University in addition to the Scientific Director;
- b) The Deputy Scientific Director for Academics shall also support the Scientific Director in day to day activities and ensuring the strategic plan of the Institute adopted into the Strategic plans of different academic units of the Institute.
- c) Lead and modernize units that give direct support for academics, such as the Registrar and Library
- d) Support development and implementation of the Institutes information and communication technology (ICT) strategy and services of the Institute and
- e) Takes other specific assignment and delegation from Scientific Director as the Scientific Director finds it necessary.

Duties and Responsibilities of Deputy Scientific Director for Research and Community service

The Deputy Scientific Director for Research and Community service will have the following responsibilities:

- 1) Lead the research and community service Office;
- 2) Negotiate for research budget of the Institute;
- 3) Propose strategic plans for the development of BiT towards excellence in research, technology transfer and business incubation and get approved Institute Council;
- 4) Prepare annual activity plan of the offices and submit to the Scientific Director office;
- 5) Develop incentive mechanisms for academic staffs and researchers to do industry and donor funded research and get approved by the Institute Council;
- 6) Coordinate and guide research and technology transfer activities within the Faculties and Centers of the Institute;
- 7) Establish, Strengthen and upgrade the Journal of the Institute by supporting Editorial committee of the Journal;
- 8) Develop a scheme to promote research publications in local and international peer reviewed Journal and Conference Proceedings;
- 9) Solicit for funding different government and non-governmental local and international organization for research and technology transfer projects and establishment competence centers;

- 10) Develop guidelines to enhance the industry links and technology transfer activities at BiT;
- 11) Oversee the activities of the Core Competence Laboratories of the BiT and 1. Submit regular quarterly, half year and annual activity reports of his/her office to the Scientific Director and the Institute Council;