

## MEKELEE UNIVERSITY

### Vacancy Announcement for recruitment of managing directors through ECBP

#### **Organizational Brief:**

Mekelle University (MU) is one of the leading Higher Education Institutions in Ethiopia. The University is based in Northern part of Ethiopia, enrolling about 33,000 students in its seven colleges and six institutes in both natural and social science fields. Mekelle University strives to deliver world-class education, high quality research and customer oriented community service. Currently, it's undergoing structural and systemic reform to avail intellectually stimulating academic and research environment. The University envisions being a center of excellence and one of the leading African Universities in the next five years. Accordingly, Mekelle University would like to recruit international expatriate staffs that can bring wealth of global experience and expertise in **(1) Hospital management (2) University – Industry linkage (3) University Transformation and (4) international Partnership** to drive the change process in its teaching hospital and University level. This is part of the ECBP.

**Send Your Applications To: [ccia@mu.edu.et](mailto:ccia@mu.edu.et)**

Details of each position are presented below:

#### **1. HOSPITAL MANAGING MANAGER**

**Job title:** Hospital Manager for Ayder referral and Teaching Hospital (Under MU)

**Employment Duration:** Management position, Two years of contract with possible renewal

**Report to:** President of the University

**Accountable to:** the hospital community and service Units in the hospital

**Job summary:** The hospital manager is responsible for the planning, implementation and evaluation of hospital services in the teaching hospital through sound management of resources and quality enhancement. S/he also has an advisory role to the university president in the expansion of network of teaching hospitals.

##### **1.1 Duties:**

###### **1.1.1. Strategic planning and management of services**

- Undertaking a thorough situational analysis of the existing business processes and services in the hospital.
- Developing, communicating and implementing 5-10 years strategic plan of the hospital through full participation and engagement of the staffs.
- Developing, communicating and implementing 2-3 years rolling operational plan for the deliverables in the hospital
- Developing, communicating and implementing yearly annual operational plan of the hospital services
- Instituting efficient and effective workflow process in the hospital
- Communicating and marketing the vision, mission, values and services of the hospital to customers and ensuring the embodiment of these values in the staff.
- Monitoring and evaluating the implementation of the operational and strategic plans of the hospital
- Preparing and communicating the quarterly performance of the hospital in relation to the annual and strategic plan.

###### **1.1.2. Resource Mobilization and Management**

###### **1.1.2.1. Human resource management**

- Planning and projection of health workforce requirement for the hospital
- Ensuring the recruitment of appropriately skilled health professionals
- Improving the performance management system for health workers
- Availing a system for appropriate training and development of critical core competencies in the hospital

- Creating highly performing and motivated health workers in the hospital
- Instituting an effective and productive human resource management system

#### 1.1.2.2. Financial management

- Ensuring the presence of sound financial planning and budgeting system according to the budgetary laws of the country
- Maximize the proper utilization and optimization of finance
- Ensure the lawful expenditure and auditing of health expenditures
- Encourage a system that promotes 'Value for money'

#### 1.1.2.3. Information management

- Improving the data collection, analysis and interpretation in the hospital
- Enhancing evidence based decision making and informed planning
- Strengthening the proper management of Electronic medical recording system and integration with other ICT systems (eg. Picture Archiving and Communication System, Telehealth and Telemedicine)
- full automation of Health management Information system

#### 1.1.2.4. Estate and facility management

- Creating well-functioning facility and estate maintenance, repair and documentation system
- 'Ensuring the proper utilization and conservation of buildings and utility facilities

#### 1.1.2.5. Medical supplies and equipment management

- Developing and implementing an effective and efficient supply chain management of pharmaceuticals and medicines
- Developing and implementing an effective system of Procuring, documenting, tracking and maintenance of diagnostic and imaging equipment

#### 1.1.2.6. Quality management and Evaluation

- Developing, communicating, implementing and monitoring hospital service quality standards based on national and international standards
- Instituting appropriate quality control, assurance and management system
- Ensuring the National and International licensing and accreditation of the hospital services and facilities
- Shifting the disease focused health care to health focused care coordinating and implementing peer reviews and institutional quality audits
- Communicating and publishing quality audit reports and performance results

#### 1.1.3. International relations and Resource Mobilization

- Expanding international relations with similar institutions
- Establishing sisterhood relationships with similar health care facilities all over the world
- Mobilization of resources (Finance, Human resource, Equipment etc.) from the international community and international grants.
- Internationalization of the hospital services and facilities to meet international standards

#### 1.1.4. Customer relations and responsiveness

- Establishing customer oriented and customer responsive health services and facilities
- Strengthening customer interaction and satisfaction
- Shifting of services from patient-centered to Client- Centered customer service
- Ensuring the responsiveness of the hospital service to the needs of the community, national priorities, academic services and research endeavors

## 1.2 Required qualification

### 1.2.1. Educational Background and related Experience

- MD with Masters in Health care management/ hospital administration or with Masters in Health management or with MBA in health care management track; and Above 7 years' experience as hospital manager in teaching/referral hospital or,
- BSc in Health service management or other health science degrees with Masters in Health care/hospital administration and Above 10 years' experience as hospital manager in teaching or referral hospital or,
- PhD in Hospital management/health care administration/health management and Above 7 years' experience as hospital manager in teaching or referral hospital

#### 1.2.2. Desired Experiences

- 3 years and above experience working in hospitals in Low and Middle income countries,
- Clinical background
- Experience in Contemporary Ethiopian health system (bonus)
- Health Science teaching experience (Bonus)

### 1.3. Required competencies

#### 1.3.1 Core competencies: Expert in

- leadership and management
- Communication and marketing
- Resource management and business skills
- Knowledge of health services
- Visioning and strategic planning
- Change management
- Creativity and cultural adaptation
- Team work
- Conflict management
- Project designing, development and management

#### 1.3.2. Behavioral competencies

- Integrity, transparency, loyalty, respect and Equity, Gender considerate
- Emotional intelligence
- Appreciative inquiry

#### 1.4. Other required skills

- Computer, internet, audiovisual equipment, Tele-health and Electronic medical recording, PACS system literacy
- Excellent English reading, listening writing and speaking
- Driving skill

#### 1.5 Benefits: As per Engineering Capacity Building Program Standard

## **2. UNIVERSITY- INDUSTRY LINKAGE ADVISOR**

**Job title:** University-industry linkage Advisor

**Employment duration:** Senior Management Position, Two years of contract with possible renewal

**Report to:** President of the University

**Accountable to:** Academic, research and industry stakeholders

**Job summary:** the Advisor is responsible for planning, establishing, monitoring and evaluation of multidisciplinary mutual University - Industry linkages to promote innovation, entrepreneurship and technology transfer among students, staffs and industries. These are carried out through knowledge management, resource mobilization and research and development.

### **2.1. Duties**

#### 2.1.1. University Industry Linkage (public and private industries)

##### 2.1.1.1. Student placement

- Identification and capacity assessment of potential public and private industries for placement
- Preparing standards and guidelines for student placement in different disciplines
- Ensuring the placement of students in appropriate organizations
- Monitoring, evaluation and improvement of the placement programs

##### 2.1.1.2. Knowledge management (consultancy)

- Documenting the existing Knowledge and skills 'Knowledge Bank/ Competency Bank' of academic and research staffs in the University
- Documenting the outsource able services and expertise required by the public and private industries
- Marketing the existing 'Knowledge bank' in the university to potential industries and vice versa.
- Securing major consultancy and service delivery deals
- Ensuring the development of required competencies by the academic staffs to meet the market needs

##### 2.1.1.3. Contractual research and development

- Contracting research and development needs of the industry to the university
- Monitoring and reporting the progress of such operational researches to the industry and the university
- Developing and implementing guidelines and manuals for contractual research and development programs.

##### 2.1.1.4. Intellectual property management and marketing

- Ensuring the registration of innovations and maintaining the intellectual property right of the university and its staffs.
- Marketing and promotion of inventions and research undertakings to the general public

##### 2.1.1.5. Revenue generation and mobilization

- Revenue generation to support groundbreaking research programs
- Ensuring the availability of appropriate research and innovation facilities
- Mobilization of resources from target industries to support researches and projects
- Ensuring the beneficence of researchers from the mobilized resources

##### 2.1.1.6 Continuous professional development (instructor's placement)

- Developing instructor placement schemes to familiarize teaching staff with the industry environment
- Encouraging In-service trainings for instructors of the university inside the selected industries.

### 2.1.2 Innovation and Entrepreneurship

- Promoting innovation and Entrepreneurship through development of incubation centers and technology parks
- Developing system that encourages creativity through awards and incentives
- Availing an opportunity for employability skill development of students/graduates
- Establishing employment centers for new graduates
- Advising curriculum development teams to align academic programs with industry requirements.
- Creating opportunities for the industry managers to be involved in curriculum appraisals.
- Coordinating innovation and Entrepreneurship festivals and exhibitions in the university
- Organizing 'Job Fairs' whereby employers and potential graduates meet
- Developing university level career support systems for students and teachers

### 2.2 Required qualification and experiences

- PhD in Higher education management or innovation and Entrepreneurship or intellectual property management or management and related fields with 8 years and above experience as University-industry linkage provost/ expert/advisor OR,
- Masters in Higher education management or innovation and Entrepreneurship or intellectual property management or management and related fields with 10 years and above experience as University industry linkage provost/ expert/advisor
- Experience working as a dean/provost/ vice president in higher education institution for 3 years and above
- Experience working in public or private sector industry for 3 years and above
- Experience Working as university lecturer and researcher for 5 years and above
- Experience working in low and middle income countries (Bonus)

### 2.3. Required competencies

#### 2.3.1. Core Competencies: Expert in

- Leadership and management
- Communication and marketing
- Research and innovation
- Cultural adaptability
- Strategic thinking and planning
- Critical thinking and analysis
- Team work
- Knowledge in Higher education systems
- Project management

#### 2.3.2. Behavioral Competencies

- Integrity, Solidarity, respect, transparency, equity and Gender consideration
- Emotional intelligence
- Appreciative Inquiry

### 2.4 Other required skills

- Excellent computer, internet and audiovisual equipment literacy
- Excellent English speaking, writing, reading and listening skills
- Driving skill

### 2.5 Benefit packages: As per the Engineering Capacity Building Program (ECBP) standard

### **3. UNIVERSITY TRANSFORMATION MANAGING DIRECTOR**

**Job title:** University Transformation Advisor

**Employment duration:** Senior Management, Two years contract with possible renewal

**Report to:** President of the University

**Accountable to:** The University community

**Job summary:** the Advisor is responsible to advise, plan, coordinate, implement and follow up the university transformation initiative under the auspicious of the university president. S/he is responsible for standardization, internationalization and quality improvement of the academics, and research and community service of the university.

#### **3.1. Duties**

##### **3.1.1. Academic standardization and transformation**

- Development of international level academic standards and guidelines
- Introduction and assimilation of these standards into the university academic practice
- Monitor and evaluate the implementation of these standards

##### **3.1.2. Research innovation and responsiveness**

- Promoting the undertaking of innovative researches responsive to the needs of the community and industry
- Promoting the publication of researches undertaken in the university
- Keeping track records of researches conducted in the university
- Researching, planning and indicating the future research direction of the University
- Ensuring the appropriate allocation and transparency of research funds in each field of study

##### **3.1.3. Business process upgrading and automation**

- Analyzing the existing situation of shared/support services business process
- Devising mechanisms to improve the performance and efficiency of shared/support service
- Implementation of these changes in cooperation with the Vice president for support services.
- Coordinating the automation of support services in the university.

##### **3.1.4. Internationalization and marketing**

- Guiding the promotion, marketing and Advertisement of the University
- Internationalization of the institution through devising mechanisms to attract international students and expanding international links
- Resource mobilization from international donors, companies, research organizations and philanthropies
- Developing international research and project proposals to solicit grants.

##### **3.1.5. Quality management and standardization**

- Revise the quality standards of the university based on international standards
- Development of Quality management manual for the university
- Ensuring the presence of functional quality management standards, procedures and regulations in academics, research and community services.
- Improving the international recognition of the university and its international ranking

##### **3.1.6. Faculty development and Scholarships**

- Devising procedure and system for effective faculty development
- Identifying and availing international scholarships and fellowship opportunities to teachers

#### **3.2 Required qualification and experience**

- ' PhD in higher education transformation or innovation or higher education leadership or higher education quality management or higher education strategic management with 10 years and above experience as higher education advisor or transformation

- advisor in a university.
- Experience working as vice president/ director/ dean or equivalent in higher education institution for > 3 years
- Experience working as university lecturer in HEI for 5 years and above
- Robust experience in research and publication in reputable Journals
- Experience in project management, operational research management for 3 years and above
- Experience in HEI quality management (bonus)

### **3.3 Required competencies**

#### **3.3.1 Core competencies: expert in**

- Leadership and management
- Quality assurance and management
- Communications and international relations
- Operational research
- Knowledge in higher education system
- Critical thinking and analysis
- Problem identification and analysis
- Project management
- Team work

#### **3.3.2. Behavioral Competencies**

- Integrity, respect, transparency, equity, gender
- Emotional intelligence
- Creative thinking
- Appreciative perspective

#### **3.2.4. Other required skills**

- Excellent computer, internet and Audiovisual equipment literacy
- Excellent English speaking, writing, reading and listening skills
- Driving skill

#### **3.2.5. Benefit Packages:** As per the Engineering Capacity Building Program (ECBP) standard

## **4. INTERNATIONAL PARTNERSHIP AND INTERNATIONALIZATION MANAGING DIRECTOR**

**Job Title:** International Partnership and internationalization Advisor

**Employment Duration:** Two years of contract with possible renewal

**Reports to:** The President and Scientific Director of EiT-M

**Accountable to:** Academic and research stakeholders

**Job summary:** The advisor is responsible for identification, cultivation, solicitation, establishing and coordination of international partnerships. Involves actively in seeking funding opportunities, scholarships and joint projects. Moreover, developing strategies for international partnership and promote internationalization of the Institute.

### **4.1. Duties**

#### **4.1.1. Developing strategies for internationalization of the Institute**

- Assess the strengths and weakness of the existing strategies, organizational approaches, programs and activities used to reach internationalization objectives;
- Mobilize a more coherent institutional approach to developing internationalization activities
- Enhance the visibility of institutional goals and commitment to internationalization;
- Develop internationalization strategy;
- Align internationalization with the wider institutional strategic planning process.

#### **4.1.2. Identification and cultivation of international partners**

- Identifying and documenting existing knowledge and skills of EITM
- Identification of potential partner universities/institutions
- Identification of partnership areas/projects
- Preparing all required documents for establishing effective partnership
- Establishing partnership with those selected universities/institutions
- Promoting the Institute expertise with in partner universities/institutions
- Monitoring, evaluating and improving initiated partnerships

#### **4.1.3. Soliciting funding opportunities and running joint projects**

- Identification of potential funding institutions
- Identifying key activities of partner Institutions and matching them with EIT-M's on going activities
- Preparing funding proposals
- Secure funds from partner institutions and other funding institutions
- Develop and run joint research projects with partner intuitions
- Secure faculty scholarships, internships and short term trainings

### **4.2. Required qualification and experiences**

- PhD in Higher Education Management or International Marketing or related fields with 8 years and above experience as partnership expert and/or institutional internationalization
- Experience working as a dean/provost/vice president in higher education institution for 3 years and above.
- Experience of working as university lecturer and researcher for 5 years and above
- Experience of working in international funding institutions for 2 years and above
- Experience of working in Developing countries

### **4.3 Required competencies**

#### **4.3.1. Core competencies:**

- Leadership and management
- Communication and marketing
- Cultural Adaptability
- Strategic thinking and planning
- Team work



#### **4.3.2 Behavioral Competencies**

- Integrity, solidarity, respect, transparency, equity and gender and consideration
- Emotional intelligence
- Appreciative inquiry

#### **4.4 Other required skills**

- Internet, Office and audiovisual equipment literacy
- Excellent English speaking, writing, reading and listening skills
- Other languages (Spanish and French) are highly desirable
- Negotiation skills
- Driving License

**4.5. Benefit package:** As per the Engineering Capacity Building Program (CBP) standard