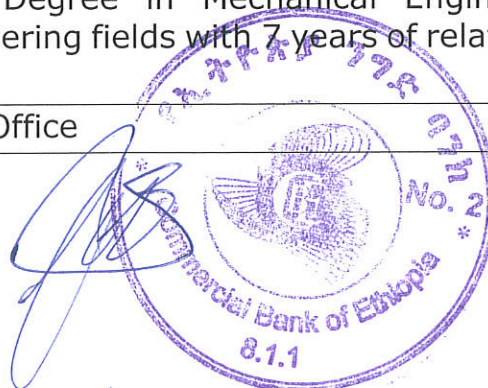




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**COMMERCIAL BANK OF ETHIOPIA**

The Commercial Bank of Ethiopia would like to invite qualified and interested candidates for the following positions.

<b>1.Position:</b>	<b>Administrative Assistant IV</b>
<b>Required Educational Qualification and Work Experience:</b>	Diploma/BA Degree in Secretarial Science and Office Management or other related field with 6/4 years of related experience.
<b>Place of Work</b>	Under Head Office and District Offices ( Kolfe, Ambo, Nekemte, Jijiga, Bahir Dar, Wolaita Sodo, Dilla, Mettu, Shashemene, Assela, Woldia, Megenagna, Semera, Robe, Nifas Silk, Gonder and Shire Endasilassie) Districts
<b>2.Position:</b>	<b>Administrative Assistant III</b>
<b>Required Educational Qualification and Work Experience:</b>	Diploma/BA Degree in Secretarial Science and Office Management or other related field with 5/3 Years of related Experience.
<b>Place of Work</b>	Under Head Office and District Offices (Adama, Merkato, Ambo, Bahir Dar, Debre Berehan, Yeka, Dilla, Mettu, Jimma, Dessie, Debre Markos, Semera, Robe and Shire Endasilassie) Districts
<b>3.Position:</b>	<b>Administrative Assistant II</b>
<b>Required Educational Qualification and Work Experience:</b>	Diploma/BA Degree in Secretarial Science and Office Management or other related field with 4/2 years of related experience
<b>Place of Work</b>	Under Head Office and District Offices ( Adama, Merkato, Kolfe, Ambo, Nekemte, Bole, Jijiga, Bahir Dar, Debre Berehan, Yeka, Dilla, Hawassa, Mettu, Shashemene, Assela, Woldia, Megenagna, Debre Markos, Dire Dawa, Semera, Robe, Kirkos, Nifas Silk, Arada and Shire Endasilassie) Districts
<b>Salary</b>	<b>As per the bank salary scale</b>
<b>Term of Employment:</b>	<b>Permanent</b>
<b>Date:</b>	<b>Please Extend the above vacancy January 16, 2023 – January 20, 2023.</b>
<b>1. position</b>	<b>Mechanical Engineer</b>
<b>Required Educational Qualification and Work Experience:</b>	B.Sc. Degree in Mechanical Engineering and related Engineering fields with 7 years of related work experience.
<b>Place of work</b>	Head Office



<b>Salary</b>	As per the Bank Salary Scale
<b>Term of Employment:</b>	Permanent
<b>Date:</b>	January 16, 2023 – January 25, 2023.

**Note:**

1. Interested and qualified applicants should apply through CBE career website <https://vacancy.cbe.com.et>, and required to attach Diploma, Degree document, curriculum vitae, work experience and other necessary credentials within ten consecutive working days from the date of this vacancy announcement. However, the bank has full right to cancel or take any other alternative in this regard;
2. Candidates who have successfully completed the recruitment process will be expected to authenticate their academic documents from the concerned higher institution by themselves with in six-month period after he/she has joined the Bank;
3. If mischief incidents observed/ reported in relation to the submitted academic credential, cheating on examination or any other illegal acts during the requirement process, the Bank has the right to cancel the applicant even after he/she has joined the Bank;
4. All documents should be scanned in pdf or dock formats only and the size of each document should be less than 2MB;
5. Priority shall be given as per the Bank's HR procedure;
6. Only shortlisted applicants will be communicated for exam and interview.
7. Please **do not forget to apply after your registration** and a detailed guide on how to apply is available on our Bank public website's ([www.combanketh.et](http://www.combanketh.et)) vacancy section and CBE telegram vacancy section.

