

## **UFE IS RECRUITING ITS HR SPECIALIST**

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### ***UNIVERSITÉ FRANÇAISE D'ÉGYPTÉ***

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Founded in 2002, Université Française d'Égypte (UFE) is a national / Ahleya University under the dual supervision of the Egyptian and French Ministries of Higher Education and Research. It offers a promise to the new generation of pathfinders. A promise to receive unparalleled high-quality educational programs, a solid integration into the job market, and a dedication to securing a professional future. The hub of French higher education in Egypt, UFE offers a multicultural experience, providing degrees from renowned French universities accredited by France's Ministry of Higher Education and Research.

With tremendous support from both the Egyptian and French governments, UFE is ready to move to a new campus with a total area that exceeds thirty Fidan. The top-notch campus, with its superb design, is expected to receive students starting in the academic year 2025-2026, which will be a paradigm shift in UFE's educational and student life offerings alike.

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### ***THE POSITION***

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The HR Specialist handles daily HR administration—maintaining staff records, onboarding/offboarding, payroll processing, employee inquiries, recruitment support, reports, and compliance with university policies and Egyptian labor law.

### **Key Responsibilities**

- Support talent acquisition efforts by drafting job postings, screening applications, and coordinating interview schedules.
- Assist in administering the annual performance review cycle and compiling related data.
- Ensure HR practices and documentation comply with Egyptian labor laws and university regulations.
- Generate and analyze HR metrics and reports (e.g., headcount, turnover) to support data-driven decisions.
- Coordinate with payroll and finance departments to ensure accurate processing of employee compensation and benefits.
- Assist in formulating and updating human resources policies and procedures.



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- Submitting proposals to implement improvements to the university's organizational structure.
- Participate in preparing the annual training plan and follow up on its implementation periodically.
- Prepare job description cards and update them whenever requested.
- Review and update human resources policies to reflect best practices and university values.

### **Education and Experience**

- Bachelor's degree in human resources management, Business Administration, Accounting, or a related field.
- Minimum 1–3 years of experience in Human Resources, with a focus on HR operations and compliance with labor law.

### **Profile Sought**

- High attention to detail and accuracy.
- Strong analytical and numerical skills.
- Ability to work in a team, lead, and facilitate meetings effectively.
- Proactive mindset with the ability to propose innovative solutions.
- Ability to manage deadlines and work under pressure.

### **The application should include:**

- Cover letter specifying the motivation for the position.
- Curriculum vitae.
- Previous experience letters.
- The latest academic degree.
- A list of two or three references.
- The Cover letter and the CV should be submitted in English or French.

Any application that does not include all the documents listed above will be considered inadmissible and will not be reviewed.

For further information, please get in touch with Mr. Mohamed Okasha, HR Director

**([hr@ufe.edu.eg](mailto:hr@ufe.edu.eg))**

Applications should be sent to

**[presidence@ufe.edu.eg](mailto:presidence@ufe.edu.eg)**

**[hr@ufe.edu.eg](mailto:hr@ufe.edu.eg)**

**Deadline to apply January 27<sup>th</sup>, 2026**