



**UNIVERSITÉ
FRANÇAISE
D'ÉGYPTÉ**

UFE IS RECRUITING ITS HR DEPUTY MANAGER

UNIVERSITÉ FRANÇAISE D'ÉGYPTÉ

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 2026-2027, which will be a paradigm shift in UFE's educational and student life offerings alike.

THE POSITION

HR Deputy Manager in developing strategies, implementing programs (talent acquisition, compensation, training, compliance), team management, budgeting, and aligning with UFE goals. Supports recruiting, performance reviews, operational resolutions, special projects, and providing management counsel under supervision.

Key Responsibilities

- Develops HR strategies by researching issues, analyzing data, and aligning objectives with UFE's organizational goals under HR Manager supervision.
- Implement HR programs including talent acquisition, compensation, benefits, training, and employee relations compliance as directed by HR Manager.
- Manages HR team through recruiting, training, coaching, performance reviews, and resolving operational challenges supporting the HR Manager.
- Oversee HR budgeting by forecasting needs, monitoring variances, and implementing corrective financial actions in coordination with HR Manager.



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- Leads special projects by clarifying priorities, coordinating tasks, and evaluating outcomes for timely results assisting HR Manager.
- Advises management with policy decisions, and data-driven recommendations as HR Manager's deputy.

Education and Experience

- Bachelor's degree in business administration, Management, or a related field, master's degree in business administration is preferred.
- 5-7 years of experience in the HR field.

Profile Sought

- Proven Leadership: Skilled in supervising HR teams, coordinating recruitment/training initiatives, and fostering high performance.
- Strategic Expertise: Experienced in HR budgeting, policy formulation, talent planning, and regulatory compliance aligned with UFE goals.
- Exceptional Communication: Adept at cross-departmental collaboration, stakeholder engagement, and employee relations management.
- Strong Problem-Solving: Proficient in resolving complex HR issues, performance evaluations, and grievance handling with discretion.

The application should include:

- Cover letter specifying the motivation for the position.
- Curriculum vitae.
- 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)

Applications should be sent to

presidence@ufe.edu.eg

hr@ufe.edu.eg

Deadline to apply: February 25, 2026