



**UNIVERSITÉ  
FRANÇAISE  
D'ÉGYPTÉ**

## **UFE IS RECRUITING ITS ADMINISTRATIVE SECRETARY**

---

### **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**

---

The Administrative Secretary provides essential administrative and secretarial support, including preparing reports and managing sensitive information with confidentiality to ensure smooth office operations.

#### **Key Responsibilities**

- Handle and manage all incoming and outgoing correspondence, including emails, letters, and phone calls.
- Maintain and update the filing system, ensuring that all documents are properly organized and easily accessible.
- Schedule and coordinate meetings, conferences, and travel arrangements for the management team.
- Prepare and distribute meeting agendas, minutes, and other necessary documents.
- Assist in the preparation of reports, presentations, and other business documents.
- Manage and maintain office calendars, scheduling appointments and reminding employees of upcoming events or deadlines.



- Coordinate internal and external communications, including routing calls, taking messages, and responding to inquiries.
- Collaborate with other administrative staff to ensure efficient office operations.

### **Education and Experience**

- Bachelor's degree in business administration, or related fields.
- 1-2 years of experience in the same position, preferably in international organizations.
- Trilingual: French, English and Arabic – Capable of communicating and writing in all three languages.

### **Profile Sought**

- Excellent command of both English and Arabic, along with a good level of French.
- Strong ability to draft formal minutes, summaries, and notes during meetings.
- Excellent organizational and time management skills to effectively prioritize tasks and meet deadlines.
- Proficient in using office software such as Microsoft Office Suite (Word, Excel, PowerPoint, Outlook).
- Excellent written and verbal communication skills, including professional phone etiquette.

### **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](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: April 30, 2026