



UFE is recruiting its Human Resources Manager

UNIVERSITÉ FRANÇAISE D'ÉGYPTÉ

Founded in 2002, Université Française d'Égypte (UFE), is a national / Ahleya University under the dual supervision of 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 delivers a multi-cultural experience, as it offers several degrees from acclaimed French universities, accredited by France's Ministry of Higher Education and Research.

THE POSITION

Egyptian or permanent resident of Egypt, the Human Resources Manager (HRM) shall be responsible for administrative management, overseeing the entire employee lifecycle, including recruitment, onboarding, performance management, compensation, benefits, leaves, and employee relations, specifically as follows:

- Develop and implement HR strategies that are aligned with the UFE's mission and strategic objectives.
- Provide the UFE presidency with accurate and updated workforce needs and suggest the best allocation for human resources.
- Constantly modify and update HR practices and policies.
- Develop and implement strategies to recruit and retain top talent staff.
- Oversee the recruitment process for both academic and administrative staff.
- Organize adequate and efficient onboarding for fresh staff, including UFE values, policies, procedures, and workflow.
- Implement the UFE performance appraisal systems and suggest areas for improvement.
- Identify training needs among academics and administrative staff.
- Suggest strategies for performance improvement and professional development.
- Suggest competitive compensation structures and benefit programs.
- Review and process the monthly payroll disbursement for university staff and faculty.
- Collaborate closely with the finance department to optimize the HR budget for effective HR operations.
- Manage and develop a high-performing HR team.
- Foster positive workplace culture, promote inclusiveness and diversity among the university community, and ensure effective communication.
- Address employee concerns and grievances and wisely manage conflict resolution within the workplace.
- Comply with labor laws and university regulations.
- Prepare reports for university leadership on HR trends and updates.



PROFILE SOUGHT:

- A strong sense of general interest and social value, with the ability to reflect these principles in management (transparency, objectivity, fairness, loyalty, and anti-discrimination practices among others).
- Adaptability and the capacity to assimilate the unique challenges and context of the University, with a commitment to ongoing professional development.
- A strong inclination toward teamwork and promoting collective well-being in the workplace.
- Initiative and the ability to be a driving force for innovative proposals.
- Excellent communication skills.

Education and experience:

- MBA, master's degree in Human Resources Management, Business Administration, or a related field.
- Strong knowledge of Egyptian labor laws and regulations.
- Excellent command of Arabic and English– Capable of communicating and writing in the two languages. Trilingual: Arabic, English, and French is a plus.
- Minimum 5 years of experience in a Human Resources position.
- Experience in a similar position in a Higher Education Institution in Egypt would be an important plus.

The application should include:

- Cover letter specifying the motivation for the position.
- Curriculum vitae.
- Previous experience letters.
- Two latest degrees.
- 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 therefore not be reviewed.

For further information, please contact **Prof. Mayada Belal**, General Secretary

(mayada.belal@ufe.edu.eg)

Applications to send to

hr@ufe.edu.eg

presidence@ufe.edu.eg

Deadline to apply: August 22nd, 2026