



Call for a Faculty Position at the French University in Egypt

The French University in Egypt (UFE) invites applications for an Assistant Lecturer position to be filled effective October ٢٠٢٦. UFE, a leading institution of higher education in Egypt, operates in partnership with prestigious French universities, including, but not limited to, Sorbonne Nouvelle University, Nantes University, Haute-Alsace University, Paris ١ Panthéon-Sorbonne University, CY Cergy Paris University, Gustave Eiffel University, Versailles Saint-Quentin University, le CNAM... Our mission is to deliver academic excellence through a unique blend of Egyptian and French educational traditions.

Position: Assistant Lecturer – Business Administration

Assistant Lecturer — Business Administration

Faculty of Management

Ref Code: UFE-MAN-٢٦-٠٠٤

The Faculty of Management invites qualified and motivated candidates to fill the position of Assistant Lecturer in Business Administration. The successful candidate will support undergraduate teaching across the French and English sections, with a particular focus on tutorials (travaux dirigés) in Economics, Accounting, Logistics, and foundational quantitative methods.

Responsibilities

- Lead tutorials (travaux dirigés) in the French and English sections across a range of disciplines, including economics, accounting, and logistics.
- Conduct first-year tutorial sessions in mathematics and statistics, ensuring students master essential quantitative tools for management studies.
- Assist faculty members in the preparation of course materials, assignments, and assessments.
- Provide academic support and mentoring to students during office hours and directed study sessions.
- Grade assignments, quizzes, and tutorial exercises in a timely manner, providing constructive feedback to foster student development.
- Support student projects and case-study work in business administration, drawing on both French/European and regional business contexts.
- Contribute to the academic life of the Faculty through participation in pedagogical meetings, student advising, and departmental service.
- Collaborate with faculty to integrate digital tools and platforms into tutorial delivery where appropriate.
- Maintain accurate student records and coordinate with course coordinators on academic progress monitoring.

Experience / Skills

- Master's degree in Business Administration, Management, Economics, or a closely related field from a recognized university.
- **Fluency in French is required**, with the ability to lead tutorials and interact with students comfortably in French.
- **Ability to teach in English is strongly preferred**, given the faculty's bilingual mission across French and English sections.



- Prior experience leading tutorials (travaux dirigés) or serving as a teaching assistant at the university level is highly desirable.
- Solid command of subject areas including economics, accounting, logistics, and first-year mathematics and statistics.
- Strong organizational skills and the ability to manage multiple tutorial groups across different disciplines and language sections.
- Commitment to student success and the ability to explain complex concepts with clarity and patience.
- Excellent interpersonal, communication, and teamwork skills.
- Ability to work collaboratively with faculty and colleagues from diverse cultural and academic backgrounds.
- **A good understanding of the French higher education system and prior experience within a Franco-Egyptian or French academic environment would be a significant asset.**

Application Instructions

Interested applicants are invited to submit a curriculum vitae that includes: employment history, a statement of teaching interests aligned with UFE's Franco-Egyptian mission, a list of any publications or research work, the names of at least two academic referees, and a letter of motivation.

Academic rank and appointment terms are assigned based on the highest degree earned, teaching experience, and years of relevant experience. August, ١٩, ٢٠٢٦

Applications will be reviewed until the position is filled. For best consideration, applications should be submitted by **September ٥, ٢٠٢٦**.

For further information, please contact the Human Resources Department: hr@ufe.edu.eg

POST DATE: August ١٩, ٢٠٢٦