



UFE IS RECRUITING ITS PERSONNEL SPECIALIST & HR OPERATIONS.

UNIVERSITÉ FRANÇAISE D'ÉGYPTÉ

Founded in ٢٠٠٢, 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 ٢٠٢٥-٢٠٢٦, which will be a paradigm shift in UFE's educational and student life offerings alike.

THE POSITION

The Personnel Specialist & HR Operations is responsible for managing the full employee lifecycle at UFE — from hiring and onboarding to contract management, personnel records, and offboarding — while coordinating payroll inputs with the payroll team. This role ensures that faculty members and employees receive accurate, timely, and professional HR service, and that all personnel and social insurance procedures are fully compliant with Egyptian labor law and UFE's internal policies.

Key Responsibilities

- Manage all personnel activities throughout the employee lifecycle (Hiring, onboarding, contract management, resignations, and termination procedures).
- Handle social insurance and labor office procedures while ensuring full compliance with Egyptian labor law.
- Prepare and maintain employee personnel files and ensure all documentation is complete and up to date.
- Process attendance, leaves, vacations, and employee records accurately.
- Coordinate monthly payroll inputs with the payroll team.
- Prepare HR letters, employment certificates, and official documentation.
- Ensure compliance with company policies, labor regulations, and internal procedures.



- Handle employee inquiries related to personnel matters in a timely and professional manner.
- Generate Personnel reports and maintain accurate personnel databases.
- Support HR audits and contribute to continuous improvement of personnel processes.

Education and Experience

- Bachelor's degree in business administration, Human Resources, or a related field.
- ١-٣ years of experience in Personnel or HR Operations.
- Higher Education / University experience is preferred.
- Strong knowledge of the Egyptian Labor Law and Social Insurance regulations.
- Good understanding of payroll inputs and attendance systems.
- Proficiency in Microsoft Office, especially Excel.

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

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

Applications should be sent to

presidence@ufe.edu.eg

hr@ufe.edu.eg

Deadline to apply September ١٢, ٢٠٢٦