

UCLan Cyprus is seeking to appoint a full-time **Human Resources Officer**

**Gross annual salary: up to €22,000 depending on experience.**

### **Duties and Responsibilities**

- Providing professional HR service to University staff, and to contribute to the development of the University's HR strategy.
- Preparing job descriptions, advertising vacant positions, and managing the employment process.
- Training and development of new and existing employees.
- Implementing systematic staff development procedures.
- Ensuring accurate of proper record-keeping of employee information in electronic and digital format.
- Ensuring that company employment policies follow national laws and regulations.
- Support the development and implementation of HR initiatives and systems.

### **Qualifications**

- Bachelor's Degree in HR or other related fields. A Postgraduate qualification will be considered an advantage.
- Significant recent experience in a similar position (Minimum 2 years).
- Excellent command and fluency in Greek and English Language.
- Advanced knowledge of Microsoft Office and the Internet.
- Positive personality, punctuality, and discipline, with a strong sense of duty, responsibility, and reliability.
- Good knowledge of Cyprus Employment Law and keeping up to date with legal developments.
- Maturity in handling confidential information & high personal ethics and integrity are essential.
- Full understanding of HR functions and best practices.

**Benefits: 13<sup>th</sup> Salary, Provident Fund, Annual Leaves / Sick Leaves etc.**

Please send your completed **UCLan Cyprus Application Form and your CV** by email to [hr@uclancyprus.ac.cy](mailto:hr@uclancyprus.ac.cy) The **UCLan Cyprus Application form** as well as the Job Description can be obtained from the University website: <https://www.uclancyprus.ac.cy/vacancy/human-resources-officer/>

**No CVs will be accepted without a completed UCLan Cyprus Application Form.**

The closing date for applications is on **Tuesday 12<sup>th</sup> September 2023.**

For informal enquiries, please contact the HR Department either via email at [hr@uclancyprus.ac.cy](mailto:hr@uclancyprus.ac.cy) or call on 24 694000.

***UCLan Cyprus is an equal opportunity employer.***