

CARDET is the largest independent, non-profit research and development organisation in Cyprus with a strong presence in Europe and the region. At CARDET we envision a just and sustainable world where people learn and flourish. Our mission is to design innovative education and services that inspire and empower individuals and communities to thrive. We believe that education can be a powerful force for change. Our approach focuses on impact — through training, capacity building, awareness, and strategic communication — to help shape a better, more equitable world.

HR Executive (Full-time - Hybrid/ People & Culture Focus)

Application Deadline: June 12th, 2025

About the Role

As our organization grows, we're expanding our People & Culture team with a new **HR Executive** — a strategic, people-first professional who will help shape an exceptional employee experience across CARDET. This role combines daily coordination with support for broader strategic initiatives across HR and organizational development. It is ideal for a mission-aligned, experienced HR professional who thrives in a learning-focused, values-led environment.

We're looking for a growth-oriented insightful and caring HR professional, aligned with our values, who can collaborate with and contribute to our expanding HR team, demonstrating the following skills and attributes:

- Excellent interpersonal, communication, and presentation skills
- Strong organizational and coordination abilities
- Proactive mindset with emotional intelligence and discretion
- Fluency in Greek and English (written and spoken)
- Team and work ethic
- Analytical thinking and creative problem-solving skills
- Resilience, adaptability, and a drive to grow

Main Duties and Responsibilities of the Role

People Operations & Staff Communication

- Ensure smooth execution of people-related processes (recruitment, onboarding, performance management, training, etc.)
- Coordinate HR activities and scheduling across departments
- Draft internal HR messaging, announcements, and calendar communications
- Act — together with the HR Officer — as a key point of contact for staff and the leadership team, ensuring that communication, support, and follow-up are timely, consistent, and people-centered.

HR Systems, Metrics & Analytics

- Track, analyze, and report on key HR metrics and employee feedback
- Maintain and update HR systems (PeopleHR, Knack)
- Provide data-driven insights to support decision-making across the organization

Operational HR Delivery

- Manage recruitment, onboarding, mentoring, and offboarding processes
- Support employee lifecycle activities (check-ins, probation, transitions)
- Provide guidance on employment law and HR compliance
- Prepare HR documentation (contracts, offer letters, certifications, etc)
- Develop and update job descriptions and job advertisements
- Support training logistics and internal learning platforms
- Coordinate recognition and wellbeing programs
- Draft, review and update policies aligned with organizational goals

Key People & Culture Projects

Collaborate with the Director of People, Culture & Happiness on:

- Enhancing the performance management system
- Developing reward and recognition frameworks
- Shaping the learning & development strategy (skills audits, training plans, career paths)
- Supporting leadership development and internal communication
- Designing employee wellbeing and engagement initiatives

Qualifications, Knowledge and Experience

- Bachelor's degree in HR Management, Organisational Psychology, Business, Management, or related field
- Master's degree in a related field
- Proven experience in a similar role, particularly in policy development
- Demonstrated success in performance and talent management
- Experience with DEI and reward initiatives (a plus)
- Familiarity with HR systems
- Experience with learning & development strategy (preferred)

What we offer:

- A welcoming, inclusive and supportive workplace culture
- A purpose-driven role in a values-led organization
- A comprehensive Employee Health & Wellbeing program
- Opportunities for lifelong learning and professional development
- Work that makes a meaningful contribution to society
- Provident Fund
- 13th salary
- Generous annual and wellbeing leave
- Fully paid maternity and paternity leave
- Flexible hybrid work arrangements

- Travel opportunities for training and development

If this sounds like your next professional step and you're excited to shape meaningful HR experiences in a dynamic and people-first environment, we'd love to hear from you. Please submit your CV and cover letter by **June 21st, 2025** through the following [link](#).

To be considered for any of our positions, shortlisted applicants must complete a self-declaration form to confirm they have never been subject to sanctions (disciplinary, administrative or criminal), provide the contact details of at least 2 work related referees and certificates of clear criminal records by the Cyprus Police and be willing to provide samples of their work.

The position will remain open until it is filled. All applications will be treated in strict confidence.

Due to the large number of applications we receive, only shortlisted applicants will be contacted.

CARDET complies with GDPR. For details about our privacy policy, visit <https://www.cardet.org/privacy-policy>

Should you have any questions, don't hesitate to contact us at 22 002100.

CARDET is an HR Award-winning, equal opportunities, disability-confident, employer of choice. We have recently been accredited with the Sound Industrial Relations 2014 standard. We are committed to safeguarding and are against all forms of sexual abuse and exploitation.



Sound Industrial Relations
CONTEMPORARY ENTERPRISES

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