

|  |
| --- |
| JOB DESCRIPTION |

|  |  |
| --- | --- |
| 1. **Position’s details** | |
| Position’s Title: | HR Officer |
| Department: | Human Resources |
| Division: | Operations |
| Reports to: | Head of Human Resources |

|  |
| --- |
| 1. **Position outline** |
| Provides HR Generalist Support to the Bank’s departments and assists in the implementation of the HR Plan. |

|  |
| --- |
| 1. **Main responsibilities** |
| * Is actively involved in the recruitment/selection process from sourcing candidates, screening CVs, carrying out interviews, making offers and assisting successful candidates with onboarding. |
| * Administers the payroll function in collaboration with Finance Department. |
| * Provides support to employees by responding to queries and resolving issues in HR related matters including leaves, payroll, employment conditions. |
| * Carries out personnel administration actions such as changes of employee status, extensions of employment, employee transfers. |
| * Maintains employee files, updates as necessary, and keeps them safely secured in line with GDPR and Data Protection policies. |
| * Administers the training and development function and undertakes all tasks pertaining to necessary logistics including course registrations, processing of payments, HRDA procedures, updating of staff training records. |
| * Inputs and updates data in the Bank’s Human Resource Management System (HRMS) and prepares reports as required. |
| * Fills out annual survey requested by the Cyprus Bank Association and Ministry of Finance (Statistical Service). |
| * Administers the leaves policies and procedures and manages staff leave records. |
| * Organises staff events and activities aiming at improving team building and employee engagement. |

|  |  |
| --- | --- |
| 1. **Main cooperation with other Units within/outside the Bank** | |
| Internal: | All Divisions/Departments/Units/Teams of the Bank |
| External: | Associates, Government departments, Cyprus Bank Association, Training Centres |

|  |  |
| --- | --- |
| 1. **Required experience/ qualifications/ capabilities** | |
| Academic qualifications: | Bachelor’s Degree  Master’s Degree in Human Resource Management or relevant field |
| Experience/Knowledge: | Excellent knowledge of Microsoft Office  Knowledge of the Cyprus and EU employment legislation  Knowledge of CDB policies and HR procedures  2-3 years of experience in HR |
| Competencies: | Critical thinking  Interpersonal skills  Communication  Work Ethics  Attention to detail |

Interested candidates are welcome to apply by sending their CVs to [hr@cdb.com.cy](mailto:hr@cdb.com.cy).