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| JOB DESCRIPTION |

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

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

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| 1. **Main responsibilities**
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| * Is actively involved in the recruitment/selection process from sourcing candidates, screening CVs, carrying out interviews, making offers and assisting successful candidates with onboarding.
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| * Administers the payroll function in collaboration with Finance Department.
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| * Provides support to employees by responding to queries and resolving issues in HR related matters including leaves, payroll, employment conditions.
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| * Carries out personnel administration actions such as changes of employee status, extensions of employment, employee transfers.
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| * Maintains employee files, updates as necessary, and keeps them safely secured in line with GDPR and Data Protection policies.
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| * 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.
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| * Inputs and updates data in the Bank’s Human Resource Management System (HRMS) and prepares reports as required.
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| * Fills out annual survey requested by the Cyprus Bank Association and Ministry of Finance (Statistical Service).
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| * Administers the leaves policies and procedures and manages staff leave records.
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| * Organises staff events and activities aiming at improving team building and employee engagement.
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| 1. **Main cooperation with other Units within/outside the Bank**
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| Internal:  | All Divisions/Departments/Units/Teams of the Bank |
| External: | Associates, Government departments, Cyprus Bank Association, Training Centres |

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| 1. **Required experience/ qualifications/ capabilities**
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| Academic qualifications:  | Bachelor’s DegreeMaster’s Degree in Human Resource Management or relevant field |
| Experience/Knowledge: | Excellent knowledge of Microsoft OfficeKnowledge of the Cyprus and EU employment legislation Knowledge of CDB policies and HR procedures2-3 years of experience in HR |
| Competencies: | Critical thinkingInterpersonal skillsCommunicationWork EthicsAttention to detail |

Interested candidates are welcome to apply by sending their CVs to hr@cdb.com.cy.