



## People & Culture Officer

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### Who we are:

The purpose of SAT-7 is to provide Christian content through satellite television, digital and social media to support the work of the church in the Middle East and North Africa.

### We're Hiring: People & Culture Officer

Are you a motivated and enthusiastic individual looking to grow your career in People & Culture? We're currently seeking a **People & Culture Officer** to join our team and support a wide range of HR functions.

This role is perfect for someone eager to learn, contribute to meaningful projects, and play an active part in shaping our workplace culture. You'll have the chance to assist the P&C team while also taking ownership of your own initiatives.

### What we offer:

- Flexible working hours
- Hybrid work model – work from home up to 2 days per week
- Medical Insurance
- Provident Fund
- A supportive team environment where growth and learning are encouraged

If you're passionate about people, ready to make an impact, and keen to develop your skills in a dynamic team, we'd love to hear from you!

### Summary of key responsibilities:

- Provide general administration assistance to P&C team, including scheduling for regular team meetings with P&C staff in the production houses, track department schedules, assist with travel arrangements, assist with staff events and other meeting logistics
- Communication and submissions to local authorities (Ergani, ANAD, Ermis etc)
- Update and maintain the P&C policy manual
- Preparation of P&C reports
- Obtain/renew work permits when necessary, liaison with the migration consultant
- Post advertisements (on web, One SAT-7 and various platforms)
- Ensure properly maintained employee records (bio data, policy receipt, updated JDs, tracking performance records)
- Entering current accurate employee data into P&C Exelsys system
- Maintain accurate leave administration, and providing P&C team leads with team employee annual leave balances for follow-up
- Ensure timely and accurate processing of contracts/extensions, personnel changes and other employee-related documentation, including enrolment in medical, provident fund and social insurance

- Follow up on performance management, workforce planning etc.
- Ensuring preparation for onboarding of new staff and follow-up on new staff well-being
- Assist with medical claims to ensure timely processing
- Provide assistance to relocating staff and volunteers when necessary
- Undertake P&C Projects as assigned

**Qualifications and requirements:**

- Experience in a similar role is an advantage
- Knowledge of P&C functions
- Greek and English is a must
- University degree in Human Resources Management or relevant degree
- Strong organisational and time management skills
- Ability to multitask and prioritize daily workload
- Excellent verbal and written communication skills
- Discretion and confidentiality
- Ability to build positive working relationships and contribute to a supportive team culture

**Location**

Nicosia, Cyprus

**Deadline:** 14 September 2025

To apply for this position, please send your CV along with a cover letter to [hr@sat7.org](mailto:hr@sat7.org). Please include the position you are applying for in the subject line of your email.