

# NILE UNIVERSITY

NU is the first research, Non Profit “Ahleya” university in Egypt . It was inaugurated in 2007 as a world-class, internationally recognized education and research University.

## Nile University is seeking to hire:

### HR Specialist

#### The Successful candidate will:

- Coordinates the hiring activities to identify staffing needs with hiring managers'/departments heads.
- Determines selection criteria, source potential candidates through online channels (e.g. website, social platforms and professional networks)
- Plans interview and selection procedures, including screening calls, assessments and in-person interviews
- Reviews job descriptions with hiring managers and Designs interview questions that reflect each position's requirements
- Responsible for onboarding of new employees in order to become fully integrated
- Lead employer branding initiatives, organize and attend job fairs and recruitment events
- Provide analytical and well documented recruiting reports to the rest of the team
- Schedule and responsible for the execution of Orientations & induction program
- Assists the HR director in the execution of the annual performance review .

#### Requirements:

- BSc/BA in human resources, business administration or relevant field
- Required 1to 2 years proven experience in similar position preferable in the same industry
- Fluency in English (Reading, Writing, and Speaking).
- Proficiency in Microsoft Word, Excel and PowerPoint

### For More information

To Apply:

[www.nu.edu.eg/careers](http://www.nu.edu.eg/careers)

Applicants must submit their CV to [careers@nu.edu.eg](mailto:careers@nu.edu.eg) , and mention the title of the job in the subject of their email.

