

# 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:

### **Personnel Specialist (Faculty Affairs HR)**

#### **The Successful candidate will:**

- Renew staff contracts after verifying their hiring dates and job titles and send them to the University's provost office for approval.
- Ensure documentation of all employees' files as well as verify and update their social insurance documents with other (Home Institutions) secondment letters.
- Responsible for all Labor office and social insurance forms (1,2,6) and following up with the social insurance office .
- Coordinate with the legal department at the Ministry of Workforce and Immigration when importing foreign professors.
- Coordinate with the financial department to ensure salaries accuracy, settle employees' financial accounts and other academic financial operations.
- Keep the academic staff records updated with annual evaluations and student evaluations
- Contact accepted candidates for interviews with Faculty deans.
- Generate monthly attendance reports of the academic staff

#### **Requirements:**

- Bachelor's degree in Commerce or any other relevant field
- 2-3 years of specific Personnel experience
- Good command of written and spoken English.
- Very good command of MS. Office Applications, especially Excel & Power Point.

#### **To Apply:**

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.

### **For More information**

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