



JOB POSTING

Title of Position: Human Resources Officer

Neapolis University Pafos
2 Danais Avenue,
Paphos 8042

Neapolis University Pafos (NUP) in Cyprus is a fully accredited institution committed to academic excellence. It is a member of organizations such as the European University Association (EUA) and the European Foundation for Management Development (EFMD). NUP actively participates in the UN Sustainable Development Solutions Network (SDSN) and UNAIC. With 3,500 students, it offers accredited Bachelor's, Master's, and PhD programs across five schools: Economics and Computer Science, Law, Health Sciences, Architecture, and Social Sciences. All programs are accredited by CYQAA. NUP has strong collaborations with universities in Cyprus, Greece, the UK, and China for joint and dual degrees. It also has a robust Distance Learning Unit. NUP participates in major research projects like Horizon 2020 and Erasmus+. The university maintains global academic partnerships.

Job Description:

At Neapolis University Pafos, we are committed to providing exceptional support and services to our diverse and multicultural student community. Our Human Resources Department plays a vital role in ensuring the success and well-being of our staff and faculty.

As we continue to grow, we are looking to recruit an energetic and motivated **Human Resources Officer** who will play a key role in supporting our HR operations and fostering a positive and productive work culture. If you are passionate about human resources and are eager to contribute to an inclusive and dynamic environment, we invite you to be part of our team at Neapolis University Pafos.

Location: Pafos

Hours: Full-Time

Job Responsibilities:

- Develop and implement HR procedures and ensure alignment with the University's strategic objectives.
- Establish and maintain standardized HR processes to ensure operational efficiency.
- Oversee recruitment, performance evaluations, and job description updates to attract and retain qualified personnel.
- Ensure compliance with labor laws and university agreements while promoting a fair work environment.
- Develop and manage competency schemes, including training needs assessments and appropriate evaluation tools.
- Coordinate and manage the recruitment process, from advertising job openings to conducting interviews.
- Maintain human resources filing systems and manage employee documentation efficiently.

- Organize employee induction programs and coordinate training initiatives to enhance job performance and skills development.
- Promote employee well-being through wellness initiatives and offer guidance on work-life balance and career development.
- Collaborate with HR and management to drive employee engagement, resolve concerns, and ensure a supportive, inclusive work environment.

Key competencies:

- High sense of responsibility and confidentiality.
- Willingness for continuous learning and ability to collaborate (teamwork).
- Excellent administrative and organisational skills
- Ability to work under pressure and meet strict deadlines.
- Excellent communication and interpersonal skills.
- Willingness to devote the time necessary to accomplish tasks.

Qualifications and Experience:

- A University Degree in Human Resources, Business Administration, Psychology, or a related field is required.
- Master's in human resources management will be considered an advantage.
- Experience in a similar position.

Language:

- Excellent knowledge of Greek
- Excellent knowledge of English (both verbal & in writing)

Salary and benefits:

The salary will be analogous to any prior experience.

How to Apply:

Please submit your application, stating "Human Resources Officer" in the subject line, with a copy of your CV to hrd@nup.ac.cy

As an equal opportunities employer, we welcome applications from all suitably qualified persons. All appointments will be based on merit.

CLOSING DATE: 25/04/2025