



Cairo American College
SUPPORT STAFF VACANCY ANNOUNCEMENT
ACADEMIC YEAR
2022-2023

HR specialist
Human Resources Department
(FULL-TIME POSITION)

JOB SUMMARY:

The HR Specialist manages a variety of Human Resource activities related to CAC Support Staff and General Services and School Services Staff (SS/GS) employees (currently 250). Enrolls employees with health insurance and social security providers. Manages health care reimbursement system for SS/GSS employees. Manages the recruitment process and orientation of new SS & GSS staff. Maintains databases containing human resources information. Prepares all contracts and performs other Human Resource management tasks. Understands and applies Egyptian labor laws to human resource activities.

REQUIRED QUALIFICATIONS:

- Bachelor's degree (or equivalent) in Human Resources management or related field.
- Experience working with managing benefits of blue-collar employees.
- Fluent in English and Arabic (written and spoken).
- Advanced computer skills.

DESIRED SKILLS:

- Prior experience 2 to 5 years in the Human Resources field.

Timeline:

- Shortlisted candidates will be interviewed online via Zoom on March 28th and 29th, 2023.
- On-site interviews will take place on April 2nd, 2023.
- The expected start date is the first week of May 2023.
- The successful candidate can do the handover on April 5th and 6th, 2023, even if the actual start date (due to their notice period) is the first week of May 2023,

Application deadline: March 20th, 2023

Interested candidates should submit a job application (Found on CAC website)

<https://www.cacegypt.org/index.php/support-staff-employment-application>