



## **Human Resources Director (HRD)**

Euro-Mediterranean University of Fez-Morocco (UEMF)

### **Job description:**

Euro-Mediterranean University of Fez (UEMF) is recruiting its Human Resources Director (HRD).

### **Position:**

You will oversee the functions relating to human resource management within the Euro-Mediterranean University of Fez. You will therefore be required to:

- manage and keep up to date all personnel files on the research professor, administrative and technical staff;
- monitor the promotions by grade and step according to current regulations;
- verify compliance of proposals for promotions;
- prepare, organise and check the recruitment activities of the research professor, administrative and technical staff;
- rank the proposals and decisions concerning the research professor, administrative and technical staff;
- issue authorisations for leave of absence, travel orders and internships abroad;
- prepare recruitment files of contract research professor and monitor them;
- prepare and track records of family allowances and of end-of-service;
- prepare for disciplinary board meetings and monitor the decisions thereof;
- issue wage and employment certificates;
- monitor the activities of the university governance bodies;
- establish a provisional continuous training programme for administrative staff (training courses at the university, internships abroad, training sessions);
- establish a provisional continuous training programme for research professors (training courses at the university, foreign assignments, teacher training for student teachers).

### **Skills and profile sought:**

You hold a degree from business school, a degree from an engineering school + MBA or any other equivalent degree.

At least 12 years' experience is required for this senior level position. The candidate may have forged his experience in HR management within a university setting or other organisations with similar complexity.

In addition to Arabic and French, fluency in the English language is a major asset.

Good knowledge of oral and written presentation techniques

### **Availability:**

Immediately

### **UEMF Description:**

Visit the UEMF website at: [www.ueuromed.org/fr/emplois.php](http://www.ueuromed.org/fr/emplois.php)

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