

Call for Candidatures Human Resources officer (Ref. no./2025-09)

The Anna Lindh Foundation, ALF, (<https://alf.website/en/>), was created in 2005 as a Euro-Mediterranean intergovernmental organisation based in Alexandria. The ALF, inspired by Anna Lindh's legacy, is committed to fostering intercultural dialogue within its mission of nurturing inclusive societies where diversity is celebrated and everyone's voice is valued. By promoting peace, justice, and strong partnerships, the ALF strives to create a world where people from diverse backgrounds live in harmony through open and meaningful intercultural exchanges.

ALF brings together organisations, institutions, policy makers, and other change makers from all Euro-Med countries to open a dialogue and cooperate. People meet, learn, and collaborate through the Foundation's different Programmes and initiatives in different fields to empower them to create a chain of positive change that touches more lives and communities. Its action is grounded on the two main ALF bodies: Its National Civil Society Networks, with more than 4.500 members, and the 43 States of its Board of Governors.

Eligibility

Applicants must be nationals of one of the following countries: Albania, Algeria, Austria, Belgium, Bosnia and Herzegovina, Bulgaria, Croatia, Cyprus, Czech Republic, Denmark, Egypt, Estonia, Finland, France, Germany, Greece, Hungary, Ireland, Israel, Italy, Jordan, Latvia, Lebanon, Lithuania, Libya Luxembourg, Malta, Mauritania, Monaco, Montenegro, Morocco, North Macedonia, Palestine, Poland, Portugal, Romania, Slovak Republic, Slovenia, Spain, Sweden, Syria, The Netherlands, Tunisia and Turkey.

Job location

The position is based in Alexandria, Egypt, from the ALF premises.

Retribution

The annual gross retribution can reach up to 30.000 euro. Additionally, international staff members based in Alexandria are entitled to a one-time installation allowance calculated at two months of the basic retribution (equal to 3.000 euro) for moving from their home country to the duty station.

Insurances

In addition to the retribution, Medical, Accidental death and dismemberment and Life insurance scheme are covered by the ALF in good reputable companies.

Contract typology

Local contract or International service contract depending on the nationality of the selected candidate. Local contracts are subject to monthly deductions according to the regulations of the Egyptian Income Tax Authority and Egyptian Social Insurance Authority. International service contracts are free of Egyptian taxation, but they are not exempt from the abroad local income tax, if any.

Starting date

The estimated start of the contract is foreseen for 2 February 2026.

Duration

The contract is for a period of one year. The signature of a new contract is possible, subject to the availability of funds and satisfactory performance assessment.



Profile

The Human Resources Officer is responsible for the development and implementation of the ALF's human resources function, covering all stages of the employee lifecycle from recruitment and onboarding to performance management and staff development. The role includes HR contracts and administration, employee relations, benefits and leave management, while also contributing to strengthening organisational culture, staff engagement, and the development of performance management systems in compliance with international standards. The Human Resources Officer will report to the General Manager.

Key responsibilities

- Manage end-to-end recruitment processes for international and local staff and preparation of staff contracts, recruitment reports and amendments to contracts where applicable
- Ensure smooth onboarding and orientation processes for new hires
- Support the design and implementation of performance management systems, including appraisal processes and performance review cycles
- Enhancing organisational culture and staff engagement through coordinating initiatives and activities
- Coordinate with relevant units to ensure staff have access to required hardware, software, user accounts, and third-party platforms ensuring timely renewal of licenses and subscriptions
- Maintain records of custody equipment issued and returned to staff (for new hires, exits or relocations)
- Oversee the enrollment, renewal, and termination processes for employee insurance coverage schemes and participate in contract negotiations, renewals, and evaluations of insurance providers performance
- Liaise with insurance providers to ensure timely and accurate coverage for all eligible staff
- Receive resignation notices or termination and facilitate internal clearance process across the ALF Units
- Issue employment certificates, HR letters, experience letters, clearance forms or other documents
- Lead the implementation and continuous improvement of HR policies and procedures
- Ensure clear internal communication of HR policies, procedures, and relevant updates to all staff
- Manage leave and timesheet processes, including approvals, compliance checks, and prepare audit ready records, as well as preparing other related HR documentation required
- Ensure compliance with local labor laws in terms of social insurance and alike

Requisites

- Bachelor's degree in a relevant field related to the key above-detailed responsibilities.
- Minimum of five years of work experience in human resources, preferably including experience in international and multicultural settings
- Minimum three years of work experience in recruitment, employee onboarding, HR policy implementation, and benefits administration
- Experience in developing performance management processes and staff engagement initiatives
- Minimum three years of work experience in coordinating with IT, insurance providers, and third-party service platforms
- Knowledge of local labor laws, social insurance regulations, and international HR best practices
- Excellent written and oral English skills
- Excellent written and oral Arabic skills

Assets

- Post graduate studies in the field of HR
- Familiarity with donor-funded project environments and compliance requirements in managing HR audits and preparing audit-ready records



- Excellent interpersonal and communication skills and ability to manage confidential data with integrity and discretion
- Attention to detail and high level of accuracy in document management
- Proactive, solution-oriented mindset with the ability to work independently and in teams

Applications

Interested candidates must complete and submit the form below in English only before 18 January 2026 at 23.59 Central European Time (CET).

Candidates must upload a motivation letter of no more nor less than one page (Calibri 11, simple space) and a detailed Curriculum vitae of no more than four pages, which has to follow the Europass template (<https://europa.eu/europass/en>), both in English only.

A confirmation message will automatically be displayed upon submission of the application.

Only complete applications meeting the eligibility criteria and submitted before the deadline will be considered. Only shortlisted candidates will be contacted.



Online form

About You

First Name/Last Name:

Gender:

Nationality: (drop-down menu 43 UfM countries)

Date of Birth:

Mother tongue:

Country of residence:

Contact Details

E-mail Address:

Mobile Telephone Number:

Questions

Do you hold a bachelor's degree in a relevant field related to this position's key responsibilities?

If yes, please specify the field of study.

Do you have at least five years of work experience in human resources, including experience in international and multicultural settings? (500 words max)

If yes, please describe your specific role and highlight the three most important lessons learned

Do you have at least three years of work experience in recruitment, employee onboarding, HR policy implementation, and benefits administration? (500 words max)

If yes, please provide details on your specific responsibilities and detail the three main challenges encountered and how you addressed them

Do you have experience in developing performance management processes and staff engagement initiatives? (500 words max)

If yes, please provide relevant examples

Do you have at least three years of work experience in coordinating with IT, insurance providers, and third-party service platforms? (500 words max)

If yes, please describe the tools and platforms you utilized and the tasks developed related to these areas

Do you have a good knowledge of local labor laws, social insurance regulations, and international HR best practices? (500 words max)

If yes, please explain your level of understanding and how you have applied this knowledge in your work

English language level: (drop-down menu from A1 to C2)

Arabic language level: (drop-down menu from A1 to C2)

Do you hold any post graduate studies in the field of HR? (300 words max)

If yes, please provide details of your postgraduate studies, including the field and specific topics covered

Are you familiar with HR compliance requirements in donor-funded project and preparing audit-ready records? (300 words max)

If yes, please name the donor(s) and describe the specific requirements and how you ensured compliance to audits

Can you describe a situation where you have been proactive and able to find a solution to a specific HR related challenge? (300 words max)

Please elaborate

File Uploads



Please upload a motivation letter of no more nor less than one page (Arial 11, simple space) and a detailed Curriculum vitae of no more than four pages, which has to follow the Europass template (<https://europa.eu/europass/en>), both in English only.

Did you make use of Artificial Intelligence in drafting the application? (Yes/No)

If yes: why?

Where did you hear about this opportunity call?

By participating in this call, the applicant accepts the provisions of the ALF regarding patents, privacy and intellectual property and the protection of personal data [link to the legal text] [Mandatory check box to be able to submit the application] and accepts to be subscribed to receive updates about the ALF's activities and future opportunities [Mandatory check box to be able to submit the application]

