



## Junior Officer

The **Educational and Certification Center (EKEK) of Frederick University** in Nicosia, is currently seeking a **Junior Officer** with the necessary skills and qualifications to join our team and contribute to the operation and development of the Center. The Center was established in 2014 with the aim of further strengthening [Frederick University](https://www.frederick.ac.cy/)'s relationship with the country's business fabric through the design, development and offering of training and lifelong learning programs

### Job Description

- Coordination of the development and submission of training programmes for approval, implementation and funding by the Cyprus Human Resources Development Authority - HRDA (ΑΝΑΔ).
- Monitoring and implementation of procedures/guides concerning the educational Center
- Marketing and promotion of training programs
- Effective Communication with HRDA, University academics, other instructors, partners and clients
- Tracking of invoice issuance and payments by customers
- Maintain accurate records of seminar registrations, participant lists, and other relevant data
- Management and archiving of documents

### Required Skills & Qualifications

1. University Degree or equivalent qualification
2. 1-2 years of experience in a similar position with HRDA knowledge will be considered an advantage
3. Very good organizational skills
4. Excellent oral communication skills, especially via phone, as well as written communication skills
5. Very good command of Greek & good use of English language
6. Ability to work in a team environment
7. Very good knowledge of office suite software programs (MS Office)

### Earnings/Benefits:

- Starting Salary: €1250 gross
- 13th Salary: In addition to the monthly salary, employees receive a 13th salary after one years of full-time employment.
- Provident Fund: Eligibility for participation in a provident fund after one years of full-time employment.
- 21 days of paid Annual Leave & 7 days of paid Sick Leave

### Working Hours

Monday to Friday, 8:30 – 16:30 (flexibility applies)

### Applications

Interested candidates are invited to send their CV by **20/07/2025** to [hr@frederick.ac.cy](mailto:hr@frederick.ac.cy). In the subject of the message, candidates should note "Application for the position at EKEK FREDERICK".