

UNYT is an accredited multi-ethnic, private university in Tirana, Albania, delivering American degrees, established since 2002. It strives to provide an intelligence, knowledge, skills and technology-intensive University Education that shifts efforts, intellectual assets and resources from a local to a global environment through participating and inter active learning in small classes. UNYT is an equal opportunity employer. We are accepting applications to fill the vacancy in the administrative position:

**HUMAN RESOURCES SPECIALIST/ OFFICER
(1-year contract with the possibility of renewal)**

The purpose of the Human Resource Specialist/ Officer role is to perform professional human resource services such as recruiting, employment procedures, HR databases, presence lists, employment contracts, HR employee files, benefits and/or organizational development.

Responsibilities:

- Manage the recruitment process to ensure it runs smoothly, which includes coordinating job posts, reviewing resumes, candidates' list, scheduling interviews, and completing recruitment procedures.
- Support onboarding processes by preparing welcome communications and collecting, scanning, and maintaining employee documentation and records.
- Maintain and update HR employee files, databases, and staff lists, ensuring accuracy and confidentiality.
- Assist with the administration of leave requests, maternity leave documentation, and related employee records.
- Support daily HR operations, including issuing job attestations, updating internal records, and responding to routine employee queries in a timely and professional manner. Process employee queries and resolve issues in a timely, professional manner.
- Stay up-to-date and comply with changes in labor legislation.

Key Qualifications:

- Bachelor's degree in human resources, or a relevant field. A master's degree is preferable
- A minimum of 2 years' proven experience in a similar role.
- Experience within Higher Education Institutions is an advantage.
- Strong knowledge of labor legislation
- Outstanding verbal and written communication skills
- Fluency in English language

Deadline for Applications: 2nd March 2026

*For more information we invite all interested candidates
to visit our website www.unyt.edu.al (job vacancies section)*

Application:

Qualified candidates are kindly requested to submit application through our website <https://unytold.unyt.edu.al/index.php/job-vacancies-work-with-us/#adm-pos/> or hr@unyt.edu.al the following;

1. A Letter of Application detailing key Qualifications for this position;
2. Current curriculum vitae in English language;
- 3.

4. Photocopies of credentials and transcripts;
5. And the names, titles, positions, postal and e-mail addresses, phone numbers of at least two professional references

IMPORTANT NOTES:

- **ONLY** complete applications will be considered; all documents must be sent in one message.
- **ALL APPLICANTS** will receive feedback from the Human Resources Department