

VACANCY ANNOUNCEMENT

Position: Human Resources Officer
Department: Administration
Reports to: General Manager of Administration
Employment Type: Full-Time
Application deadline: 18.09.2026

About UMT

University Metropolitan Tirana (UMT) is a university with 15 years of experience, comprising three faculties: the Faculty of Engineering and Architecture, the Faculty of Economics, and the Faculty of Computer Science & IT. Renowned for its innovative approach to education and research, UMT is the first institution in Albania to integrate Artificial Intelligence across all study cycles Bachelor's, Master's, and Doctoral in collaboration with international universities, thereby offering an education geared toward the professions of the future.

UMT is strongly committed to internationalization, forging partnerships with universities and research institutions in Europe and the USA, and fostering a sustainable innovation and entrepreneurship ecosystem that supports the development of ideas and projects by students and academic staff.

University Metropolitan Tirana (UMT) is seeking a highly organized, proactive, and people-oriented **Human Resources Officer** to join our Administration Department. This position offers an excellent opportunity for an HR professional who is passionate about developing people, improving organizational processes, and contributing to an innovative academic environment.

The successful candidate will support the full employee lifecycle while ensuring compliance with internal policies and Albanian labor legislation.

Main Responsibilities

The Human Resources Officer will be responsible for:

Recruitment & Selection

- Coordinate the full recruitment cycle, from workforce planning and vacancy announcements to onboarding.
- Draft and publish vacancy announcements.
- Screen applications and coordinate interviews.
- Prepare employment documentation and employment offers.
- Maintain candidate records and recruitment reports.

Employee Administration

- Maintain accurate employee records and personnel files.
- Prepare employment contracts, amendments, confirmations, and HR correspondence.
- Monitor probation periods and contract renewals.
- Ensure confidentiality of employee information.

Performance Management

- Coordinate annual performance evaluation processes.
- Support managers in implementing performance improvement plans.
- Monitor evaluation timelines and documentation.

Training & Development

- Identify staff development needs.
- Coordinate internal and external training activities.
- Maintain employee training records.
- Evaluate training effectiveness.

HR Policies & Compliance

- Ensure compliance with Albanian Labour Code and internal regulations.
- Assist in developing and updating HR policies and procedures.
- Support organizational development initiatives.
- Promote ethical conduct and institutional values.

Payroll & Benefits Support

- Prepare HR documentation required for payroll processing.
- Monitor leave balances and attendance records.
- Coordinate employee benefits administration.

HR Reporting

- Prepare HR statistics and management reports.
- Maintain HR databases and digital records.
- Support HR process improvements and digitalization initiatives.

Qualifications

Applicants should possess:

- Bachelor's degree in Human Resources, Business Administration, Management, Law, or a related field.
- A Master's degree will be considered an advantage.

- Minimum **2 years of professional experience** in Human Resources.
- Experience in recruitment and employee administration.
- Knowledge of Albanian Labour Legislation.
- A good command of artificial intelligence tools applied to Human Resources is considered a major asset
- Excellent command of Albanian and English (written and spoken).
- Excellent computer skills (Microsoft Office); experience with HR information systems is considered an advantage.

Required Competencies

The ideal candidate should demonstrate:

- Excellent communication and interpersonal skills
- High level of integrity and confidentiality
- Strong organizational and planning abilities
- Attention to detail
- Ability to work independently and within multidisciplinary teams
- Problem-solving and analytical thinking
- Time management skills
- Professionalism and discretion
- Customer-oriented mindset
- Continuous learning attitude

What We Offer

- A dynamic and innovative academic environment.
- Professional growth and career development opportunities.
- Continuous training and development.
- Opportunity to contribute to one of Albania's leading higher education institutions.
- Collaborative and supportive working culture.
- Competitive remuneration package based on qualifications and experience.

Application Process

Interested candidates are invited to submit the following documents:

- Curriculum Vitae (CV)
- Motivation Letter
- Copies of academic qualifications
- References (optional but encouraged)

Applications should be submitted electronically to:

Email: Humanresources@umt.edu.al

Subject Line: Application – Human Resources Officer

Application Deadline

Applications will be accepted until **18.09.2026**

Only shortlisted candidates will be contacted for interviews.

Equal Opportunity Statement

University Metropolitan Tirana is an equal opportunity employer. We welcome applications from qualified candidates regardless of gender, age, disability, religion, or ethnic background. All applications will be treated with strict confidentiality and processed in accordance with applicable data protection legislation.