



JOB DESCRIPTION

1	IDENTIFICATION	
1.1	JOB TITLE	Talent Acquisition Specialist
1.2	JOB GROUP/GRADE	
1.3	DIRECTORATE/UNIT	Human Capital
1.4	PHYSICAL LOCATION	Amref Headquarters, Nairobi

Amref Health Africa is the largest international health development organisation based in Africa. Working with and through African communities, health systems and governments, Amref Health Africa's vision is for lasting health change in Africa and is committed to improving the health of people in Africa by partnering with and empowering communities, and strengthening health systems. For more on Amref Health Africa please visit www.amref.org

2. MAIN PURPOSE OF JOB

To collaborate with the aligned function/department, to manage the recruitment process, provide subject matter expertise and talent insight, and enable hiring managers to select the best quality candidates at all levels. Responsible for executing and managing the end to end talent acquisition strategy for the aligned function/department, accurately utilising the Amref Talent Acquisition processes, systems and tools to achieve the desired outcome. Leveraging the employee value proposition to ensure a highly positive candidate experience.

3. REPORTING RELATIONSHIPS

Personnel the Job Holder Reporting to	Human Resources Business Partner, Regional and Kenya
Personnel Reporting to the Job Holder	HR Assistant

4. PRINCIPLE RESPONSIBILITIES

KEY RESPONSIBILITIES	MAIN TASKS
<p>Strategy; Stakeholder Management, Customer Service 15%</p> <p>Key deliverables:</p> <ul style="list-style-type: none"> Align and execute Talent Acquisition Strategy Manage and deliver high quality talent into the business High quality service and timeliness of candidates presented Efficiency and effective recruitment in a 	<ul style="list-style-type: none"> Understand the needs of the aligned function(s) and stakeholders. Successfully execute the talent acquisition strategy. Ensure planning and hiring decisions are continuously informed by relevant labour market data and trends. Conduct thorough Position Brief (intake meeting) with hiring manager for each position posted. Coordinate with hiring managers to forecast hiring needs and create a diversity sourcing and recruitment strategy as needed.

KEY RESPONSIBILITIES	MAIN TASKS
<p>timely manner, quality and relevant candidates presented in a timely manner</p>	<ul style="list-style-type: none"> Develop, build and maintain relationships with hiring managers and other HR to fill all vacancies in a timely manner.
<p><u>Candidate Sourcing & Screening – 60%</u></p> <p>Key Deliverables:</p> <ul style="list-style-type: none"> Deliver End to End Recruitment process. Candidates will be thoroughly assessed to ensure that those presented meet criteria of the role; are competitive, and will be a good cultural fit with Amref. A short executive summary of each presented candidate’s strengths and weaknesses will also be provided to the hiring manager to assist in decision making. Thorough reference checks will be completed for finalist candidates. Client feedback will be solicited, both informally and formally to ensure full customer satisfaction. Candidates will be kept informed throughout the process regarding their status. Relationship will be emphasized; quality candidates not selected will be added to talent pipelines. Will manage candidate’s expectations, transparent in salary and benefit negotiations and diplomatic in providing constructive feedback to those not chosen. Effective offer process and recruitment project completion with high client satisfaction. 	<ul style="list-style-type: none"> Develop and maintain multiple channels and networks to build a deep, diverse, and reliable sourcing pools from a specified country, group of countries or technical or functional areas. Proactively identify and develop effective sourcing strategies (e.g. networking contacts, professional bodies, College/Universities). Source potential candidates on LinkedIn; DevEx and on other platforms. Work with Hiring Managers on hard to fill roles as needed. Craft and send personalized recruiting emails with current job openings to passive candidates. Create advertisements and job postings using Amref guidelines and templates. Maintain knowledge of and sensitivity to the constantly changing environment of the marketplace relative to the sourcing and recruitment of qualified professionals in the development sector. Work in close partnership with hiring managers to achieve service level agreements and recruitment objectives for assigned positions by verifying appropriate position requirements, budget and target source. Conduct effective screening, interviewing, and assessments for the best candidates for a position match using behavioural interviewing techniques. Develop, build and maintain candidate relationships through ongoing communications regarding questions, updates and status during the interview process. Negotiate offer with selected candidate within limits specified by policy and issue contract for candidate selected.

KEY RESPONSIBILITIES	MAIN TASKS
<p><u>Recruitment Process Management 10%</u> Key Deliverable:</p> <ul style="list-style-type: none"> • Smooth candidate transition and relations building. • Monthly recruitment reports generated and shared as required 	<ul style="list-style-type: none"> • Recruitment Administration and Systems Support • Utilize recruitment system appropriately and efficiently to ensure consistent, timely and accurate data entry and management. • Prepare monthly recruitment reports and track time to fill for all roles • Review the recruitment and selection processes to identify efficiencies, specifically opportunities to streamline and simplify processes; develop and implement changes to proactively support the overall strategy of reducing time to recruit • Oversee the enhancement of the Human Resources Management Information System and SharePoint Sites pertinent to recruitment and selection
<p><u>Staff On boarding – 10%</u> Key Deliverable:</p> <ul style="list-style-type: none"> • New hires will be on-boarded within 30 days of joining • Manage end to end process of on-boarding 	<ul style="list-style-type: none"> • Coordinate with HR Assistant to ensure appropriate orientation/on-boarding support is provided to new hires. • Oversee the end to end process of on-boarding to ensure that SLA's are adhered to.
<p><u>Others – 5%</u> Key Deliverable:</p> <ul style="list-style-type: none"> • Deliver on assigned projects as required. 	<ul style="list-style-type: none"> • Will attend regular and monthly team meetings • Deliver on assigned special projects as required.

5. REQUIRED QUALIFICATIONS

Education; Knowledge and skills

- A minimum of 6 years of experience of recruiting and working in a high volume organization
- Bachelor's degree Experience in recruitment of professional and technical positions
- Demonstrated ability to use creative sourcing and networking skills to connect with talent in different professions
- Successful skills and ability to prioritize effectively and manage multiple projects in a fast paced and ever-changing multinational organization
- Full-cycle recruiting experience
- The ability to operate within a geographically dispersed organization
- Experience in international/global workforce in Africa context and possess cross-cultural sensitivity, knowledge of and ability to work with people of diverse backgrounds
- A deep understanding and passion for recruitment, aware of the latest trends and global talent market
- Proficiency with Microsoft Office and Outlook
- Targeted Selection certification or behavioural interviewing training

Preferred Skills, Knowledge and Experience:

- Working knowledge of Humanitarian/Development INGO's
- Experience in forecasting of workforce/staffing needs
- Demonstrated computer literacy to include experience in tracking recruitment outcomes/metrics.
- Expertise in advanced internet searching, candidate research, and cold-calling
- Confidence in all settings when advising/partnering with business partners, hiring managers and other stakeholders
- Must be in full agreement and support of Amref's Core Values, to evaluate candidate's motivational fit

for the organization.

- Solutions-oriented with strong problem-solving and follow-up skills
- A self-starter who is driven to find the best candidates for the positions and can work in an environment with minimal supervision; team player, collaborator, and able to effectively network amongst all levels within and outside of the organization.
- Must have strong interpersonal, negotiation and oral/written communication skills - ability to provide exceptional customer service.
- Second language such as, French is highly desirable

Competencies

- Analytical
- Integrity and respect for diversity
- Team player

Core capabilities that are most critical for this position.

- Achieving quality results & service
- Communicating information effectively
- Building collaborative relationships.

Hours of Work:

- Normal working hours. Job holder may be required to work outside normal working hours due to the nature of the work in general
- The position requires ability and willingness to travel domestically and internationally up to **5%** of the time. Travel is minimal, is whenever required.

How to apply

Interested candidates are invited to visit our website www.amref.org to view the full Job description. As part of the application process, you will be directed to our online portal to create an account and submit your application. You should receive an email confirmation for creation of account and an acknowledgment email upon submitting your application. Deadline for submission of applications: **21st May 2021**. Please note that only shortlisted candidates will be contacted.

Duly note that Amref Health Africa does not require applicants to pay any fee at whatever stage of the recruitment and selection process.

Amref Health Africa is committed to safeguarding and promoting the welfare of children, young people and vulnerable adults and expects all staff to share this commitment. Amref Health Africa is an equal opportunity employer and has a non-smoking environment policy