
Amref Health Africa Job Description

Job Title: Talent Acquisition and Development Lead

Department: Operations

Reports to / title of immediate supervisor: Human resource Manager

Job Purpose:

The Talent Acquisition and Development Lead will be responsible for overall talent acquisition and development management by applying talent acquisition and overall reward management best practices (in compliance to relevant guidelines and procedures). S/he will also lead development and facilitation of learning and development strategy for the country programs.

S/He will be based at Amref Ethiopia Country Office in Addis Ababa directly reporting to the Human Resource Manager.

Key Responsibilities:

Talent Acquisition:

- Work closely with internal teams and hiring managers to understand hiring needs and ideal candidate profile;
- Develop and implement strategic initiatives for recruiting diverse talent in a multi-site organization in such a way this can be adopted and utilized
- Develop and execute unique and effective sourcing strategies and techniques to generate diverse candidate pools, support the Recruitment function to headhunt talented staff from external;
- Induct applicants/candidates on the Amref recruitment portal and enable them to navigate through the system workflows.
- Perform administrative tasks as needed such as interview scheduling, travel coordination;
- Conduct phone screens, behavior based interviewing techniques, instructing hiring managers on these techniques, creating interview guides, scorecards, coordinating interview debriefs and providing a consultative value;
- Be creative in finding the right recruitment channels to utilize for the organization, while ensuring a balanced approach in costs and effectiveness;
- Manage full cycle recruiting process to meet the various staffing goals across all levels within the Amref Ethiopia;
- Maintain up-to-date knowledge of labor legislation, implement required changes to keep Amref recruitment processes compliant;
- Build quality relationship with internal customers and external recruitment agencies;

Talent Development

- Support the Human Resources Manager in developing Strategic Learning and Development Plan for the country program;
- Ensure learning and development plans are in place and updated regularly;
- Lead to facilitate monthly induction training for new hires;
- Identify and consolidate all training needs from team / individuals to develop an appropriate training program to align with our Learning Strategy;
- Lead to facilitate training courses/programs in the country office;
- Lead training course content development and facilitate efficient and effective training delivery;
- Perform as focal person for Learning & Development Management systems, provide support to the end-user, liaise with the system administrator to handle any issues (if any);
- Lead the process of uploading courses, training enrollments with proper training record to track participation, summarize monthly updates, and conduct/document training evaluations. Work closely and in liaison with the Global Head of Talent to update any new initiatives and new training courses;
- Track trainings & other staff development initiatives available online or conducted face to face - courses categorized in to required / mandatory courses or need based courses;
- Assist the Human Resources Manager in facilitation of timely and effective annual talent review process, ensure necessary calibration is done to position staff in the right talent pool;
- Capacitate hiring managers and supervisors on talent development process and support them on staff / talent planning;
- Follow up with Line Managers to ensure staff development planning regularly happen and progress is updated;
- Coordinate succession planning to all critical positions; ensure exhaustive utilization of the internal talent through effective staff movement procedures (transfer, promotion, role upgrade) to relevant staffing needs and jobs with in the the Country Office.

Other HR-related tasks:

- Support Job Evaluation process for new positions and as required.
- Provide support on HR Management functions as required.

Requires Qualifications:

- Master's Degree in Human Resources, Business Administration, or other relevant field of study
- Membership in a professional Human Resource Practitioners' Associations is an advantage.

Required Experience and Essential Skills:

- At least six years of experience Human Resources Management especially in talent acquisition and management, out of which at least two years in supervisory role; experience in developmental organization setting is preferred;
- Practical experience on talent management, recruitment and selection, and Learning and Development functions;

Functional & behavioral Competencies

- Skills in working with human resources management software applications;
- Good interpersonal, communication, networking and collaboration and teamwork skills;
- Coordination prioritizations skills to address variety of work activities and deliver with in tight deadlines;
- Good understanding of local regulations and proclamations including the prevailing labour proclamation, Organization of Civil Societies Proclamation in Ethiopia, etc.
- Up to date knowledge on local and international labor market, inflation trends, cost of living indexes, compensation management principles, process of job evaluation,
- Language skill - fluent in English (writing & speaking)
- Computer application skills including HRIS (HR information management systems)