



JOB DESCRIPTION

IDENTIFICATION	
JOB TITLE	Senior Talent Acquisition Officer
REPORTING TO	Regional Talent Acquisition Manager
DEPARTMENT/UNIT	Human Resources
DURATION OF CONTRACT	3 years, renewable
DUTY STATION	Amref Health Africa Headquarters, Nairobi, Kenya

BACKGROUND

Amref Health Africa was founded in 1957 and has since grown to become the largest African-based international health development organisation; currently implementing more than 180 programs, reaching more than 40 million people across 35 African countries; and a staff complement of over 2,000. Headquartered in Nairobi, Kenya, Amref Health Africa has offices in ten countries in Africa – Burkina Faso, Ethiopia, Guinea (Conakry), Kenya, Malawi, Senegal, South Sudan, Tanzania, Uganda and Zambia. An additional eleven advocacy and fundraising offices are located in Europe and North America.

Amref Health Africa is driven by its vision of *'Lasting health change in Africa'* and its mission *'To catalyze and drive community-led and people-centred health systems while addressing social determinants of health'*. We believe that the power to transform Africa's health lies within its communities, and therefore strive to ensure that health systems are not only functional but that communities are empowered to hold these systems accountable for the delivery of quality and affordable health care.

Our talent acquisition team is a dynamic and dedicated group of professionals committed to attracting and retaining top talent to advance Amref's mission. What drives our team is a shared passion for making a meaningful impact on health outcomes across Africa. We prioritize diversity, integrity, quality and collaboration in all our recruitment efforts, ensuring we bring in individuals who are not only skilled but also aligned with our values and vision.

JOB PURPOSE

The Senior Talent Acquisition Officer will partner with hiring managers, 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.

PRIMARY RESPONSIBILITIES

Strategy; Stakeholder Management, Customer Service

- 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 managers for each posted position.
- Coordinate with hiring managers to forecast hiring needs and create a diversity sourcing and recruitment strategy as needed.

- Develop, build and maintain relationships with hiring managers and other HR partners to fill all vacancies in a timely manner.

Candidate Sourcing & Screening

- 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.
- Compose and send personalized recruitment emails to passive candidates, highlighting current job openings.
- 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.

Recruitment Process Management

- 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

Staff On boarding

- Coordinate with other HR colleagues 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.

Project Initiatives:

- Lead and participate in special projects aimed at improving the recruitment process, enhancing candidate experience, and fostering diversity and inclusion within the organization.

EDUCATION, EXPERIENCE AND ABILITIES

Education and Experience

- Bachelor's degree in Human Resources or a related field.
- A minimum of 5-7 years of experience in recruiting, ideally within a high-volume, fast-paced environment.
- Extensive experience in full-cycle recruiting, including sourcing, screening, interviewing, and hiring.
- Experience in managing multiple recruitment projects and priorities simultaneously.
- Expertise in using various sourcing techniques, including social media, job boards, and networking.
- Experience in recruitment of professional and technical positions.
- Experience in forecasting of workforce/staffing needs.
- Experience in international/global workforce in Africa context and possession of cross-cultural sensitivity,

knowledge of and ability to work with people of diverse backgrounds.

- A deep understanding and passion for recruitment and global best practices.
- Targeted Selection certification or behavioural interviewing training.

Knowledge, Skills and Competencies

- A self-starter with the drive to find candidates with the right skills for positions and can work effectively with minimal supervision.
- Excellent relationship-building and stakeholder management skills.
- A team player, collaborator, with the ability to effectively network amongst all levels within and outside of the organization.
- Working knowledge of Humanitarian/Development INGO's.
- Demonstrated ability to use creative sourcing and networking skills to connect with talent in different professions.
- Demonstrated computer literacy, including advanced proficiency in using Applicant Tracking Systems (ATS).
- Ability to handle complex and challenging recruitment scenarios.
- Solutions-oriented with strong problem-solving and follow-up skills.
- Confidence in all settings when advising/partnering with business partners, hiring managers and other stakeholders.
- Solid negotiation and oral/written communication skills.
- Ability to operate within a geographically dispersed organization.
- Understanding of and alignment with the Amref's values and culture along with the ability to identify candidates who will be a good cultural fit for the organization.
- Proficiency in data analysis and reporting to measure recruitment metrics and improve processes.
- Commitment to continuous learning and staying updated with industry trends.

Languages

- Second language such as, French is highly desirable.

HOW TO APPLY

Interested? Please visit our website <https://amref.org/vacancies/> to make your application. You will be directed to our online portal where you will need to create an account in order for you to be able to submit your application. Your application should include a cover letter detailing why you are the best fit for this position and your CV with relevant skills and experience. Closing date will be **Wednesday, 3rd July 2024**. Only shortlisted candidates will be contacted.

Duly note that Amref Health Africa does not require applicants to pay any money at whatever stage of the recruitment and selection process and has not retained any agent in connection with recruitment. Although Amref may use different job boards from time to time to further spread its reach for applicants, all open vacancies are published on our website under the Vacancies page and on our official social media pages. Kindly also note that official emails from Amref Health Africa will arrive from an @amref.org address.

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.