AS09500O
RECRUITER

Level 8

Reports to (Hierarchical)
Human Resources Coordinator

Job Family
Human Resources

Main Purpose
Implement MSF recruitment policy. Ensure quality of recruitment done at mission level and accompany hiring managers over selection process. Throughout recruitment process guaran-tee, missions will follow MSF principles and values for recruitment.

Accountabilities
1. RECRUITMENT

• Inform Hiring Managers around the internal policies for talent attraction in the organization

• Ensure compliance for all recruitment processes under his/her responsibility

• Design an advertising strategy for each vacancy using the different recruit-ment channels used by MSF (Job boards, social media, associations, etc.) & Manage publications and job offers on the various communication channels.

• Collaborate with hiring managers to ensure a smooth, timely and cost-effective recruitment and selection process.

• Work with hiring managers to create suitable job descriptions and adverts that are in line with the image and principles the organization wants to promote and DEI compliant.

• Promote recruitment best practices to hiring managers to ensure line manag-ers with recruitment responsibilities are adequately capacitated in the inter-viewing process.

• Maintain up to date knowledge on best practice recruitment and selection techniques with specific attention to DEI.

• Take part in active recruitment activities.

• Build and maintain a solid network with academic institutions, royal collages, key actors in the country, etc.,

1. SELECTION

• Inform Hiring Managers around the internal policies for talent attraction in the organization

• Responsible for the pre-selection of the applications received to be sent to the Hiring Managers (Longlisting)

• Organize the technical tests based on the instructions received from Hiring Managers

• Create an interview guide after discussion with the Manager of the position

• Participate in the interviews and the decision process

• Seek for shortlisted candidate references and internal candidate appraisals.

1. ADMINISTRATION

• Carry out all the administrative duties in the recruitment process such as log-ging application forms/CVs, organizing recruitment timetables, arranging inter-views, interview tests and distributing interview packs and/or any other rele-vant information to interviewees/panels.

• Accurate and timely management of documentation, filling, and reporting.

• Administer the process for new employees, for example; prepare contracts, offer letters and pre-employment checks i.e. right to work, qualifications, etc.

• Liaise with line managers/relevant departments to ensure they are aware of induction/onboarding procedures as well as any other important information (for example: start date).

1. Others

• Involvement in HR planning, as requested.

• Preparing recruitment reports and data analysis around recruitment

• Participate in trainings, as requested

• Participate in the selection process revision and development/ improvement recruitment policy.

Education

• Diploma/degree HR management or administration related studies is an added value.

Experience

• Experience in selecting and recruiting of at least two years in relevant and similar jobs.

• Positive and flexible approach and ability to work in teams

• Ability to work under pressure with multiple competing deadlines

• Desirable, experience in the humanitarian sector. Ideally with MSF.

• Use of IT tools and Web 2.0 software (LinkedIn, Facebook, etc.)

• Knowledge of Microsoft Office and other software applicable to role.

Languages

• Mission and local language essential.

Knowledge

• Knowledge of Microsoft Office and other software applicable to role

Competencies

• Commitment to MSF’s Principles

• Cross-cultural Awareness

• Behavioral Flexibility

• Stress Management

• Analytical Thinking

• Results and Quality Orientation

• Service Orientation

• Planning and Organizing

• Teamwork and Cooperation

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