

## The Global Alliance for Improved Nutrition

<b>Job title:</b>	<b>Senior Recruitment Associate</b>
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<b>Classification:</b>	D4 – Senior Associate	<b>Direct reports:</b>	0
<b>Work location</b>	Kenya, Tanzania or Ethiopia	<b>Travel required:</b>	Up to 10%

The Global Alliance for Improved Nutrition (GAIN) is a Swiss-based foundation launched at the UN in 2002 to tackle the human suffering caused by malnutrition. Working with both governments and businesses, we aim to transform food systems so that they deliver more nutritious food for all people. In particular, we aim to make healthier food choices more desirable, more available, and more affordable. GAIN's mission is to advance nutrition outcomes by improving consumption of nutritious and safe food for all people, especially the most vulnerable to malnutrition.

DESCRIPTION
<p><b>Overall purpose</b></p> <p>The Senior Recruitment Associate is a key position within the GAIN Human Resources function. Reporting to the Recruitment Manager and working closely with the wider HR and Recruitment teams, the postholder will be responsible for leading on a range of talent acquisition activities including:</p> <ul style="list-style-type: none"> <li>• Leading GAIN's full recruitment lifecycle activities across countries in Africa (and other designated areas as may be required), the postholder will be responsible for talent acquisition in a number of countries and at levels from intern to senior executive. GAIN hires a range of highly educated, often expert talent, from a range of industries and backgrounds.</li> <li>• Developing talent pools through first class candidate sourcing, maintaining consistent KPIs in speed/quality of hire and establishing strong business partnering standards as well as making recommendations to improve all aspects of the recruitment process.</li> <li>• Promoting GAIN as an 'employer of choice' to attract and retain high calibre candidates.</li> <li>• Implementing adequate recruitment support to ensure managers are complying with recruitment procedures and employment legislation.</li> <li>• Benchmark market rates and reward packages to attract and retain high calibre staff.</li> <li>• Working on HR general projects alongside other members of the HR team to ensure consistency and learning, helping to deliver the overall HR strategy.</li> </ul>
<p><b>Tasks and responsibilities</b></p> <p><u>Full lifecycle recruiting</u></p> <ul style="list-style-type: none"> <li>• Managing the delivery of complex end-to-end recruitment processes in a number of international locations (primarily across the Africa regions) in a highly organised and efficient manner. Specific tasks to include: (assessing job needs and requirements, leading recruitment briefings, advertising, reviewing CVs, conducting interviews, shortlisting, reference checking, offer negotiations and contract generation) Collaborating with HR, Managers and programme staff on role mapping and job evaluation in order to ensure job descriptions are fit-for-purpose</li> <li>• Building and maintaining a database of high-quality candidates to rapidly respond to recruiting needs, in addition to sourcing candidates through a variety of networks, events, databases and online resources</li> <li>• Building and maintaining high quality internal customer relationships throughout the organisation</li> </ul>

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- Establishing relationships with external service providers (recruitment agencies, job boards etc) ensuring the best cost to hire, in addition to the delivery of an effective and quality service
- Collaborating with members of HR, GAIN's country office teams and the leadership team to understand current and future hiring requirements through workforce planning activity
- Developing innovative recruitment campaigns and strategies to support with niche hires
- Providing specialist guidance/expertise on pipelining and sourcing channels appropriate to GAIN's in-country requirements.
- Providing expert guidance to hiring managers and interview panels on the design and delivery of competency / strength-based interviews and assessments
- Conducting competency/behavioural based interviews ensuring alignment with core values and working with the recruitment coordinator to ensure the collation and filling of all relevant documentation, due diligence and compliance (including safeguarding) throughout the recruitment process
- Making full use of the Applicant Tracking System (ATS), other related systems and advertising platforms, identifying improvements and efficiencies where possible, and engaging with the ATS development team
- Administering Gain's external branding approach by working closely with the communications team to ensure any advertising materials are suitable for the external market/publications
- Overseeing candidate management throughout the recruitment and onboarding process ensuring a positive candidate experience
- Collecting and providing external marketplace information as required
- Supporting the recruitment manager to implement the development, review and updating of various policies and streaming of recruitment processes ensuring that it adheres to good practice principles.
- Communicating and ensuring adherence to recruiting & compensation policies and procedures to candidates and hiring managers flagging areas for review to management as and when required
- Collaborating, coaching and training hiring managers and other staff involved in the recruitment process to ensure consistency across the organisation.
- Ensuring very high levels of communication with internal clients, providing valuable insight and useful expectation management.
- Producing overall recruitment statistics and insights for management review on a regular basis.
- Supporting with the training and onboarding of junior and new staff as and when required

### Project work and contribution to the overall HR strategy delivery

- Responsible for the delivery of project initiatives in line with departmental and organisational needs.
- Working closely, as part of overall HR team, to ensure that the organisation's policies, procedures and strategic goals are followed and supported.

### **Key organisational relationships**

- Report to the Recruitment Manager
- Works closely with hiring managers to understand recruitment needs
- Work closely with the Head of HR, Recruitment team, Country Programmes Team, Programme Services Team and the wider HR team

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JOB REQUIREMENTS
<p><b>Competencies, skills &amp; attributes:</b></p> <ul style="list-style-type: none"> <li>• Knowledge and understanding of international recruitment for a global organisation, in particular an in-depth knowledge of the African recruitment space with the ability to work effectively within an international, matrix structure environment, preferably within an NGO, non-profit or civil society organisation</li> <li>• Strong multi-tasking, interpersonal and organisational skills</li> <li>• Advanced knowledge of HR and recruitment functions and practices (direct sourcing, HR lifecycle, recruitment and selection processes and labour laws across the GAIN Africa locations)</li> <li>• Ability to communicate effectively (both written and verbal) to influence a wide range of stakeholders at all levels</li> <li>• Customer focused – dedicated to meeting expectations and requirements of internal and external stakeholders</li> <li>• Entrepreneurial mindset with strong problem solving and interviewing skills</li> <li>• Ability to present management information, including statistical, for presentation to senior executive and board level</li> <li>• Creative thinker, able to develop innovative solutions to challenging hiring scenarios</li> <li>• Reliable with a highly flexible, responsive and adaptable approach to work in a fast-paced and changing work environment</li> <li>• Self-starter, with the ability to work without close supervision</li> <li>• Proven ability to work collaboratively in a team environment</li> <li>• Able and willing to contribute to the development and delivery of the wider HR agenda</li> </ul>
<p><b>Experience</b></p> <ul style="list-style-type: none"> <li>• Solid recruitment / talent acquisition experience in a mid-to-senior recruitment specialist role (in-house) and knowledge of HR best practice</li> <li>• Direct hiring experience for fast paced high volume recruitment at multiple levels with ownership of a recruitment function or area of business from end-to-end</li> <li>• Proven experience of developing technical and behavioural assessments and competence instruments including creation of competency and technical interview questions and evaluation processes</li> <li>• Demonstrable interviewing experience at all levels including competency-based interviewing</li> <li>• Experience of hiring multi-disciplinary staff internationally across a multi-cultural candidate demographic</li> <li>• Some experience or a strong desire to work for an international development organisation</li> <li>• Expert experience of pro-actively sourcing technical and non-technical candidates, using tools such as LinkedIn recruiter and leveraging relevant networks</li> <li>• Proficient with the use of applicant tracking systems and researching relevant job boards for effective and inclusive recruitment processes</li> <li>• Some experience of applying job evaluation methodology (Hay method, Birches etc) would be an asset</li> <li>• Experience training and mentoring other junior members of staff</li> </ul>
<p><b>Education</b></p> <ul style="list-style-type: none"> <li>• University degree/diploma in human resources, business administration, or a related field or equivalent.</li> </ul>

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<b>Other requirements</b>
<ul style="list-style-type: none"><li>• Excellent IT skills (word, powerpoint, excel, sharepoint) and ability to use other software/on-line tools</li><li>• Fluency in spoken and written English</li></ul>
<b>WHAT GAIN OFFERS</b>
<ul style="list-style-type: none"><li>• Flexible working hours</li><li>• Friendly working environment</li><li>• Professional development opportunities</li></ul>

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**WHAT GAIN OFFERS**

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