

# Talent Acquisition Coordinator

Location: [Africa] [Kenya]

Town/City: Nairobi

Category: Human Resources

Job Type: Fixed term, Full-time

**\*Please submit your CV in English.**

## PURPOSE OF POSITION:

The Talent Acquisition (TA) Coordinator provides support to Talent Acquisition Recruiters and/or Sourcing Specialists to shorten the team's time-to-fill for end to end recruitment processes. His/ Her tasks include but are not limited to:

(1) screening and vetting candidates and determining whether they fit the role, (2) manage and maintain an internal/external talent pipeline in order to save recruiting resources by cataloguing and retrieving candidate information, (3) Will develop talent pipelines for assigned portfolios, especially hard-to-fill and mission-critical roles; (4) Collaborate and consult with Talent Acquisition/Talent Management leads, maintain and manage the WVI talent platform.

We want the person who takes on this role to have career interest in Talent Acquisition; open to continually learning and growing professionally. At times, s/he will be asked to temporarily fill in for a Recruiter and/or serve as a back-up Sourcing Specialist as needed; potentially filling a Recruiting or Sourcing Specialist vacancy later in their development. The person in this role will contribute to the TA Team by execution in the following key areas:

1) supporting talent acquisition team, 2) providing data analysis and management, 3) assisting to advance WVI as a Centre of Expertise and Exchange for Talent Acquisition within the WVI Partnership.

## KEY RESPONSIBILITIES:

### ***Recruiting & Sourcing Assistance:***

- Must demonstrate aptitude and, that, with adequate training, the ability to perform the following tasks:
- Source for quality candidates and decide if they fit for a role and can be recommended to a recruiter.

- Screen candidates, including rank-ordering, to identify strong candidates and make recommendations for short list.
- Collect phone/Skype references for candidates to make a judgement regarding suitability of a potential hire.
- Professionally handle confidential and sensitive information to ensure candidate anonymity.
- Serve as an articulate and knowledgeable spokesperson for WVI from both a ministry and policy perspective when speaking with potential candidates and referral sources.
- Respond to candidate inquiries regarding advertised position and recruitment process.
- Collect and collate survey data and analysis from Customer Satisfaction Surveys to Hiring Managers, New Hires, and Candidates in order to make recommendations for next development steps. Generate reports to TA Director as needed.

***Create, analyse and maintain Internal and External Talent Pipelines for hard-to-fill Portfolios:***

- Manage data for internal/external talent. Gather information from recruiter shortlists, interview performance feedback, talent review meetings, leadership development meeting debriefs on candidates to add on talent pipelines.
- Determine which candidates should be added to talent pipelines and make recommendations to the Recruiter, which candidates should be considered for future roles.
- Provide knowledge management & create cataloguing system to quickly identify viable candidates from past searches, saving recruiter time in developing candidate list for a role.
- Collaborate with recruiters, the Talent Management team, and hiring managers on candidate data relating to internal and external talent within portfolios.
- Partner with the Workforce Planning team and teams of the assign portfolios to track HIPO's contract end dates to enhance retention conversation.

***Back-Up Recruiter or Sourcing Specialist (short-term):***

- Screen candidates, send PSQ's, conduct initial one-on-one interview, recommend candidates for short-list, collect references.
- Search potential candidates for hard to fill roles, provide initial communication to HIPO external candidates, send most fitted candidates to recruiters.

Other Duties as Assigned by TA Director.

**KNOWLEDGE, SKILLS & ABILITIES:**

- At least 2-3 years working experience in Human Resources, Administration or recruitment or customer service.
- Experience with Workday and/or other applicant tracking systems.
- Ability and willingness to temporarily fill in for Talent Acquisition Recruiters and Sourcing Specialists as needed.
- Ability to develop rapport with candidates and referral sources.
- Ability to multi-task projects and priorities in an organised and adaptable manner.
- Ability to handle confidential and sensitive information and inquiries, both verbally and in writing.
- Excellent organizing, planning, implementing and coordinating skills.
- High attention to details and demonstrated quick learner with a passion for the HR industry.
- Committed to World Vision Christian ethos and values and demonstrates appropriate behaviours in engaging with others.
- Social Media savvy e.g. LinkedIn, Twitter, Facebook, etc.
- Experience in Microsoft Office Suite (Word, Excel, PowerPoints, MS Teams,) Zoom, and Skype.
- Requires Bachelor's degree or equivalent of 5 years of on the job training in office administration, Human Resources and/or customer service.
- Excellent verbal and written skills in English.

***Preferred:***

- Must demonstrate aptitude and, that, with adequate training, the ability to perform the following tasks:
- Knowledge of talent Acquisition processes and policies.

- Detailed screening of candidates, including rank-ordering, to save recruiters time.
- Professional phone screening interviews for individual contributors and level 1 Manager candidates.
- Sourcing for quality candidates; demonstrating digital savvy.
- Collecting phone/Skype references for candidates.
- Aptitude for Knowledge Management; research skills and basic data analyst skills.
- Able to quickly identify viable candidates from past searches, saving recruiter time in developing a candidate list for a role.
- Consistent demonstration and execution of good judgment.
- Serving as an articulate and knowledgeable spokesperson for WVI from both a ministry and policy perspective when speaking with potential candidates and referral sources.
- Strong analytical, problem-solving time management, negotiation, and administrative skills.
- Certification in Internet Recruiting and Sourcing.