

# International Recruiter

Location: [Central/South America] [Costa Rica]

Town/City: San José

Category: Human Resources

Job Type: Open-ended, Full-time

**\*For WV internal applicants only.**

**\*Preferred position location: San Jose, Costa Rica. Other locations to be determined by home country of successful candidate in a jurisdiction (US state or country) where WVI is registered to operate.**

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

## PURPOSE OF POSITION:

World Vision is a Christian humanitarian, development and advocacy organization devoted to improving the lives of children, families and their communities around the world. Our 42,000+ staff members working in more than 90 countries are united through our ethos, mission and shared desire for all individuals, especially children, to overcome poverty, inequality and injustice.

World Vision International is looking for a Bi-Lingual (English/Spanish) International Recruiter, motivated to find great talent for the organization. As a Talent Acquisition team, we are united to deliver an outstanding customer experience, linking high performing talent with fulfilling opportunities to serve the world's most vulnerable children.

We are seeking an experienced International Recruiter with knowledge of how to extensively source for talent globally in relief and development contexts, the know-how to reach them, and the experience to land and bring them onboard.

You will have experience in recruiting high volume middle level management and technical positions, as well as all aspects of the sourcing, selection and offer process ensuring a positive candidate experience.

## KEY RESPONSIBILITIES:

***Stakeholder Management, Customer Service & Strategy Development:***

- Conduct thorough Position Brief (intake meeting) with hiring manager for each position posted.
- Coordinate with Regional and National office leaders/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 People & Culture (P&C) staff in a designated group of hiring offices in order to fill all international assignee 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, system queries/searches, religious institutions, College/Universities presentations).
- Source potential candidates on LinkedIn and DevEx and also on other platforms. Work with assigned Sourcing Specialist on hard to fill roles as needed.
- Craft and send personalized recruiting emails with current job openings to passive candidates. Create advertisements and job postings using WVI 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.

#### ***Recruitment Administration and Systems Support:***

- Negotiate offer with selected candidate within limits specified by hiring office and issue contract for candidate selected.
- Initiate PAF (Payroll) paperwork based on candidate acceptance.
- Coordinate with International Staffing Administrator to ensure appropriate orientation/on-boarding support is provided to new hires.

- Manage/coordinate new hire relocation with support from administrator.
- Support staff and Regional or National P&C in process of relocating new hire to new assignment/location (salary & benefits administration changes, logistics, Visa/travel arrangements).
- Utilize OurPeople recruitment tool appropriately and efficiently to ensure consistent, timely and accurate data entry and management.
- Maintain current knowledge of applicable laws, regulations and trends in recruitment, WVI organizational policies, benefits and compensation, relocation and repatriation.
- Conduct recruitment responsibilities in a professional, service-oriented, responsive, innovative, ethical and cost effective manner in accordance with WVI goals and Christian principles.

**General:**

- May work on other recruitments other than those of their clients.
- May support Talent Acquisition Manager/ Leadership Recruiters in various hiring needs in Latin America & Caribbean Region (LACRO) including translation and local coordination of interviews and processes of LACRO recruitments.
- Will attend regular and monthly team meetings and training conferences.
- Maybe required to travel for official matters as required and other duties as assigned.

**KNOWLEDGE, SKILLS & ABILITIES:**

- Currently an employee of the World Vision partnership.
- Bi-lingual language abilities- written and spoken fluency in Spanish and English.
- A minimum of 5 years of of human resources, talent acquisition, governance or programs related experience.
- Bachelor's degree or equivalent of 7 years of on the job training in recruitment.
- Experience in recruitment of professional and technical positions.
- Demonstrated ability to use creative sourcing and networking skills to connect with talent in different professions.

- Successful skills and ability to prioritize effectively and manage multiple projects in a fast paced and ever-changing multinational organization.
- Full-cycle recruiting experience.
- The ability to operate within a geographically dispersed organization.
- Experience in international/global workforce in Latin American/Caribbean context and possess cross-cultural sensitivity, knowledge of and ability to work with people of diverse backgrounds.

***Preferred:***

- Working knowledge of Humanitarian INGO's in LACRO.
- Experience in forecasting of workforce/staffing needs.
- Demonstrated computer literacy to include experience in tracking recruitment outcomes/metrics.
- Expertise in advanced internet searching, candidate research, and cold-calling.
- Confidence in all settings when advising/partnering with business partners, hiring managers and other stakeholders.
- Must be in full agreement and support of WV's Core Values, along with spiritual maturity to evaluate candidate's motivational fit for the organization.
- Solutions-oriented with strong problem-solving and follow-up skills.
- A self-starter who is driven to find the best candidates for the positions and can work in an environment with minimal supervision; team player, collaborator, and able to effectively network amongst all levels within and outside of the organization.
- Must have strong interpersonal, negotiation and oral/written communication skills - ability to provide exceptional customer service.

***Work Environment/Travel:***

- The position requires ability and willingness to travel up to 10%.

