



## Manager, Global Talent Acquisition (Recruiter) Job Description

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<b>Job Title:</b>	Manager, Global Talent Acquisition (Recruiter)
<b>Level and Grade:</b>	Manager – Grade 70
<b>Job Type:</b>	Full-time
<b>Reporting Manager:</b>	Director, People, Diversity & Culture
<b>Department:</b>	Human Resources
<b>Office:</b>	HQ – Baltimore or DC
<b>Date:</b>	October 2021

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### About Corus:

Corus International is the parent of a family of world-class organizations working to deliver the holistic, lasting solutions needed to end extreme poverty once and for all. We are a global leader in international development, with 150 years of combined experience across our brands. Our nonprofit and for-profit subsidiaries include IMA World Health and its fundraising brand Corus World Health, Lutheran World Relief, CGA Technologies, Ground Up Investing, and Farmers Market Brands. Our more than 800 employees around the globe are experts in their fields and dedicated to helping the world's most vulnerable people break the cycle of poverty and lead healthy lives.

At Corus we believe that good only grows stronger and we reflect that belief in our workplace culture. We value every employee's specialized area of expertise and nurture professional growth. We promote an engaging and supportive work environment, where employees feel enabled and driven to innovate, learn and collaborate. And because our subsidiaries often function as partners, our employees have the opportunity to work across our enterprise family.

Corus is committed to diversity, equity and inclusion in our worldwide workplace, and we believe that social justice and respect for the human dignity of every person are fundamental to all we do as an organization.

Further details about the organization can be found at: <https://corusinternational.org>

### Job Brief:

Corus International seeks qualified candidates for the position of **Manager, Global Talent Acquisition (Recruiter)**. The **Manager, Global Talent Acquisition (Recruiter)** will be a team-oriented individual with excellent organizational skills. S/he will be responsible for consulting with hiring managers to understand their recruitment needs, develop sourcing strategies to leverage diverse high caliber candidates, screen candidates to assess their qualifications through a combination of behavioral and competency-based interviewing, monitor requisition status to ensure an efficient recruitment process. In collaboration with the Director, People, Diversity & Culture, the **Manager, Global Talent Acquisition (Recruiter)** will shape our global recruitment strategy, bring forth ideas to help create new processes for the entire employee life cycle for our growing organization. This role will collaborate with the DEI Recruitment Committee and work to create pipelines and creative ways to attract diverse talent.

### Key Result Areas:

The success of this role is measured by the following KRAs:

1. Reduce current time to fill open roles, in partnership with other team members on the talent acquisition team.
2. Improve sourcing channel efficiency: number of qualified candidates from a specific source – the average number of applicants from all sources.
3. Increase number of qualified candidates: number of candidates hiring managers deem qualified / number of candidates who make it past the initial screening.

## **Roles and Responsibilities:**

### Core Talent Acquisition Management

- Establish a strong rapport with hiring managers at headquarters and international field offices to understand their strategic staffing needs, priorities, constraints and fill vacancies in a timely manner;
- Participate in strategy sessions and apply knowledge gained to all aspects of the recruitment efforts and review solicitations and workforce strategies for staffing needs, structure and donor requirements
- Proactively build Corus's talent pipeline and network of potential candidates by identifying, screening, interviewing and assessing candidates for future program implementation, Humanitarian assistance and business development staffing goals.
- Identify, engage and secure top talented candidates (both passive and active) using different sourcing strategies i.e. social media, employee referrals, direct contact recruitment, internet data mining, job boards, and internal/external networks and research methods that are successful in attracting viable candidates for highly technical business development, project/program implementation and Humanitarian assistance and response positions in scarce labor markets.
- Collaborate with hiring managers to understand hiring needs and team dynamics while building out recruiting strategies and streamlining the hiring process.
- Conduct recruitment strategy meetings with Hiring Managers to ensure a complete understanding of the job requirements, candidate matches, and the qualifications needed to fill the role. Use findings to develop and execute effective sourcing strategies, assessments, and closing approaches.
- Act as a global advisor in hiring processes, salary negotiation techniques, sourcing, relocation, compliance, compensation, position description writing, etc.
- Be the search expert for functional areas by understanding functional hiring needs, position specifications, core competencies and search requirements.
- Assists with the development and revision of job descriptions for positions.
- Review applications and assess candidate qualifications against criteria established in the home office and project job descriptions or Scope of Work requirements.
- Conduct thorough candidate prescreening interviews and recommend highly qualified and diverse candidates who meet the requirements for the role. Attend interview panels and serve as a technical expert.
- Collect relevant personnel documentation.
- Negotiate the compensation rate and packages with long-term and short-term international hires and home office recruits.
- Provide daily/weekly reports to hiring managers on a timely basis regarding status relating to all positions; including outreach and response for each position as needed.
- Assist with development and implementation on Internship and Fellowship Program
- Lead recruitment for interns and fellowship

### Systems Management and Development

- Maximize the Return on Investment on in-house tools (e.g. LinkedIn, ApplicantPro, Devex, Diversity Jobs, etc.
- Provide regular periodic reporting to hiring managers and executive team on active and pipeline hiring activities, cost to hire, the effectiveness of the recruiting funnel and recommend strategies to improve.
- Continually assess the effectiveness of the recruitment & onboarding processes, research best practices, obtain feedback from new hires and hiring managers, and utilize data to refine and improve the processes over time.
- Lead updates to and development of overall recruiting department processes, procedures, rapid-hire protocols and systems including sourcing of an appropriate applicant tracking system for day-to-day candidate management and database.

- Develop easy to use recruitment templates and forms (CV templates, reference check forms, common email templates, How-Tos, recruitment manuals, etc.). Evaluate and improve recruitment and related processes.
- Manage the Applicant Tracking Systems and database. Identify and implement viable job-ad and Boolean operators to optimize talent search.

### Relational Communication

- Be a brand ambassador for the organization, through participation in job fairs, conferences, other networking and marketing events, presenting at recruiting events, involvement in social media, and other external opportunities; collaborate with ERE teams to enhance and promote Corus's employment brand.
- Manage recruitment vendors, process invoices and expense reports accurately and on time.
- Ensure timely communication with candidates, hiring managers, and vendors on the recruiting process and pending needs.
- Manage candidate communication and relationship management throughout the recruitment lifecycle and educate candidates about Corus's culture, benefits, and position expectations.
- Support affirmative action and Diversity Equity & Inclusion (DEI) goals and participate in recruitment events in support of diversity hiring and inclusive sourcing.

### Supervisory:

This position reports to the Director, People, Culture and Diversity and has no direct reports

### Education & Experience:

A Bachelor's degree in business administration, management, marketing, communications or other relevant field is required.

A minimum of 5-7 years of related experience in areas of talent acquisition/recruitment in the international development industry needed. or equivalent combination.

### Qualifications:

In addition, required experience includes the following:

- Experience managing recruitment of US Home Office hires, Expatriates, Third Country Nationals (TCNs) and Local Nationals is needed.
- Experience working with an Affirmative Action Plans preferred.
- Experience working with an applicant tracking system software is required.
- A successful track record of rapid hiring and recruiting at a fast-growing organization.
- Proven experience and track record in recruiting for all levels of talent ranging from coordinator level to highly technical, professional, and VP/Executive level.

**Language:** Fluent (speaking/writing) English language is required; fluency in a second language strongly preferred (helpful languages French, Spanish, Arabic).

### Knowledge Skills and Abilities:

- Demonstrated ability to work in a self-directed, results-oriented environment at a fast pace;
- Ability to prioritize tasks, organize large volume of work, perform independently; Proven organizational skills, with the ability to undertake multiple tasks under tight deadlines.
- Possess a solid understanding and a strong experience sourcing with online networking tools such as Devex, ReliefWeb, LinkedIn, Facebook, Google search, Twitter and experience conducting searches on recruitment databases and ability to identify and access new professional networks in international markets required.

- Knowledge of recruitment for USAID and other donor-funded projects
- Strong written and verbal communication skills with no hesitation of cold calling, networking, and public speaking.
- Understanding of compliance requirements and best practices for recruitment and hiring; Able to research and learn employment law for various countries within the regions supported by this position.
- Exhibit excellent organizational skills, responding to internal clients and candidates in a timely and professional manner.
- Strategic thinker who can support and refine an end-to-end recruiting, interviewing and hiring process.
- Proven ability to create diverse pipelines of talent, sourcing for difficult to fill roles.

#### Other Duties:

This job description is not designed to cover or contain a comprehensive list of activities, duties or responsibilities for the position. Duties, responsibilities and activities may change at any time with or without notice. All positions are required to perform any additional tasks assigned by the supervisor. Global positions that are bound by contracts will not be changed without notice and approval.

#### Working Conditions, Travel and Environment

- The duties of the job require regular attendance at least 5 days/week. The employee must be available to work outside normal office hours or on the weekends as required.

#### Diversity, Equity, Inclusion and Zero Tolerance to Abuse

As a member of the Corus Family, each employee is expected to:

- Help to develop and maintain an environment that welcome and develop a diverse workforce.
- Foster a work environment where everyone feels valued and included.
- Support employees' evaluation and promotion processes based on skills and performance.
- Promote a safe, secure, and respectful environment for all members of Corus family, stakeholders in general, and particularly for the communities we serve.
- Follow Corus Code of Conduct helping to prevent any type of abuse including workplace harassment, sexual abuse and exploitation, and trafficking in persons.
- Adhere to the Organizational Core Values

<p><i>Corus International prohibits discrimination and harassment of any type and affords equal employment opportunities to employees and applicants without regard to race, color, religion, sex, age, national origin, disability status, sexual orientation, protected veteran status, or any other characteristic protected by U.S. or International law.</i></p>
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