

Talent Acquisition Consultant (Projects)

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Company: Genesis

Location: Kenya

Category: business-and-financial-operations

Talent Acquisition Consultant (Projects)

Genesis

2023-07-07 Kenya

Job Ref #: GSCRTL20230609

Industry Management Consulting

Job Type: Permanent

Positions Available: 1

Genesis is recruiting a Talent Acquisition Consultant to drive our ability to quickly and proactively staff our global projects and to support our established Talent Acquisition team.

Job Description

Genesis Analytics is a leading global African firm that has worked in more than 96 countries across the world. Our purpose is to unlock value in Africa and beyond for our clients and its citizens by helping them to make better decisions that are creative and optimistic, and sustainable and defensible over time.

We have forged relationships with government, regulators, corporates, banks, development finance institutions, law firms, foundations, NGOs as well as regional and international organisations including development agencies.

Our style of working is distinctive. We work collaboratively and with rigour. We like solutions

that have a creative, practical bent. We aim to leave the individuals and institutions with whom we work stronger and more confident than they were before meeting us. We don't pretend to have a lock on wisdom, but there is strength in our humility.

PRACTICE AREA DESCRIPTION:

Group Services provides support to the business and covers Finance, HR, Business Development, IT, Marketing and Office Management. It consists of a team of valuable experts who provide trustworthy solutions to complex and everyday challenges. We are dedicated to accuracy and reliability and to work with each Practice Area, like interconnected cogs and flywheels, to build a trusted system.

HR sits within Group Services and covers all aspects of People. Our Talent Acquisition team are central to our role within the business, constantly sourcing top talent from around the world whether they be fresh graduates or seasoned consultants. We are experiencing an increase in the needs of the business in terms of staffing fast moving and complex projects across the business and are keen to bolster out existing TA team with resource to support these requirements.

ROLE DESCRIPTION:

Primary responsibility for the rapid staffing of quick turnaround projects. This involves proactively identifying and engaging top talent, managing candidate relationships, conducting rapid screenings, coordinating swift applicant tracking, and ensuring a seamless recruitment process for project staffing. The **Talent Acquisition Consultant (Projects)** collaborates closely with hiring managers, project managers, and other stakeholders to ensure timely and effective resource allocation. Additionally, **Talent Acquisition Consultant (Projects)** plays a key role in managing and continually improving the projects staffing database and ensuring compliance with USAID (and other) audit requirements.

Supporting the Senior Talent Acquisition Consultant recruiting for permanent Genesis roles. This support is likely to take the form of taking the lead on end-to-end recruitment for mid-level roles and ensuring compliance with internal processes across the talent acquisition process

* Note: There may be potential for this role is to transition from sitting within HR's Talent Acquisition team to being embedded within the DSU (Delivery Support Unit) once it is established. Initially this role will have a dual focus:

KEY REQUIREMENTS & ROLE RESPONSIBILITIES:

Project Staffing: Focus on rapidly staffing projects, ensuring swift deployment of qualified

resources. Proactively anticipate project staffing needs and build/manage a database of potential candidates. Employ agile and efficient recruitment strategies to meet tight deadlines and project demands.

Full Talent Acquisition Cycle: Manage the end-to-end talent acquisition process including requisition management, sourcing strategies, screening, assessment, selection, and offer management. Collaborate with hiring managers and project managers to understand project requirements, timelines, and resource needs. Provide regular updates and progress reports to stakeholders regarding project staffing status.

Internal Stakeholder Relationship Management: Build strong relationships with internal stakeholders, including hiring managers and project managers.

Candidate Relationship Management: Develop and maintain relationships with candidates to ensure a talent pipeline for rapid deployment.

Rapid Screening: Conduct rapid screenings of candidate applications to assess qualifications and alignment with project requirements.

Applicant Tracking: Utilise applicant tracking systems (ATS) to manage candidate data, track progress, and maintain accurate recruitment records.

Projects Staffing Database and Compliance: Take ownership of the projects staffing database, ensuring accurate and up-to-date information on candidate profiles, project assignments, and resource availability. Ensure compliance with US AID (and other) audit requirements related to candidate information, documentation, and project staffing records.

Continuous Improvement: Continuously evaluate and improve rapid staffing practices based on feedback, lessons learned, and industry trends.

Note: This job description is intended to convey information essential to understanding the scope of the **Talent Acquisition Consultant (Projects)** position. It should not be seen as an exhaustive list of responsibilities

Job Requirements

A bachelor's degree in human resources, business administration, or a related field is typically required. A master's degree may be preferred but not mandatory.

3 to 6 years in end to end talent acquisition function, preferably in a fast-paced environment, with a focus on project staffing and end-to-end recruitment.

Consulting experience or exposure would be an advantage.

Experience in managing databases, preferably with projects staffing database management.

Strong familiarity with USAID (and other) requirements related to recruitment and compliance.

Experience in collaborating with stakeholders, such as hiring managers and project managers, to understand staffing needs and deliver effective resource allocation.

Proven track record of managing candidate relationships, conducting screenings, utilising applicant tracking systems, and generating relevant reports and metrics.

Exposure to mid-level permanent hiring processes and understanding of best practices in permanent talent acquisition.

Good knowledge of recruitment landscape in East Africa.

Please note that this is a summary of the key requirements and qualifications mentioned in the job description. The actual requirements may vary, and it's advisable to refer to the complete job description for a comprehensive understanding.

HOW TO APPLY:

? Our system is an easy tool to use with a maximum of 10 single line fields to complete and 2 compulsory document uploads

? Please follow the online application process on the career portal of the Genesis website

? We use an automated applicant tracking system in order to receive and manage all applications in one central point, and for this reason, we also do not accept any e-mailed CVs or applications

? Please note that your application will primarily be considered for this role. In the event that there are multiple roles that you are interested in, please submit your application as outlined on the opportunity description, as advertised roles each have their own pools of applications

? Once you have applied via our career portal, you will receive a system generated confirmation e-mail that your application was received

? NOTE: Please be advised that uploaded documents/attachments cannot be bigger than 4MB

in total, as the system will not accept your application if the uploaded documents exceed 4MB
? Applications can only be made online – no other means of application will be accepted
this is due to emails not being an application tracking system and data protection
regulations.

DISCLAIMER:

? Relevant previous experience is essential

? Communication will be with short-listed candidates only - if you do not receive any
feedback on your application within 3 weeks, please consider your application unsuccessful

? Genesis Analytics reserves the right not to proceed with an appointment of any
advertised role

? All appointments will be made in line with Genesis Analytics' Employment Equity Plan and
Transformation Policies

? All applications will be treated confidentially

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