

Job Title: Regional Recruiter – West Africa Region	
Reports to: WARO Regional People Officer; dotted line to Manager I, Global-based Talent Acquisition (Global People Services Team)	
Department: West Africa Regional Office	Salary Grade: 9
Location: West Africa (Telecommuter based in one of the region’s countries)	

About CRS:

Catholic Relief Services is the official international humanitarian agency of the Catholic community in the United States. CRS works to save, protect, and transform lives in need in more than 100 countries, without regard to race, religion or nationality. CRS’ relief and development work are accomplished through programs of emergency response, HIV, health, agriculture, education, microfinance, and peacebuilding.

Job Summary

The Regional Recruiter is primarily responsible for the identification, screening, interviewing and referral of candidates for potential employment with Catholic Relief Services. Working in partnership with proposal and/or country teams, he/she provides guidance on staffing strategies based on requirements outlined in requests for proposals. The Regional Recruiter will support the agency’s competitive positioning and pursuit of competitive opportunities, through both assistance and acquisition mechanisms. While primarily focused on recruitment of key personnel, the Regional Recruiter will also assist country teams, as appropriate, with the recruitment of non-key personnel for project start-up. The Regional Recruiter is responsible for proactively developing and maintaining a large network of current and potential candidates for key positions and for working collaboratively with other specialists, ensuring CRS can identify and secure high performing / high potential staff from the countries that we serve in alignment with agency Respect, Equity, Diversity, and Inclusion (REDI) values and priorities.

Roles and Key Responsibilities

- Participate in the development, planning, and implementation of recruiting activities designed to enhance CRS' ability to attract and retain highly qualified and local candidates.
- Develop innovative strategies to specifically attract local talent from the diaspora.
- Introduce new, creative methods and strategies to recruit highly qualified local talent for competitive proposals and hard to fill leadership positions. Teach these methods to Country Program staff.
- Develop and maintain network of contacts to help identify and source qualified candidates.
- Work in close collaboration with the Global Sourcer to grow the CRS Talent Pool of qualified Key Personnel for proposals.
- Participate in capture planning and proposal development teams, ensuring that staffing and management strategies are realistic and reflective of the existing talent pool.
- Coordinate proposal recruitment initiatives with Country Program Business Development Specialist, Head of Programs, Country Representative and HR Manager

- Manage the timely collection, verification and editing of proposal submission materials including CVs, biographical data forms and letters of commitment to ensure donor compliance.
- Source, screen and refer external and internal candidates for interviews with a focus on providing a diverse candidate slate.
- Conduct reference checks, communicate salaries, benefits and allowances within proposal budget and donor regulations.
- Perform and promote all activities in compliance with local employment laws and donor regulations.
- Coordinate all recruitments for the WARO Regional Team.
- Seek, establish, and maintain relationships with organizations with the goal of recruiting diverse and highly qualified staff.
- Develop country program capacity to attract and retain highly qualified candidates, consistent with the agency's objectives around Respect, Equity, Diversity, Inclusion (REDI).
- Capacity building of local HR Managers for in country recruitment techniques.
- Other duties and recruitment -related projects as needed to support strategic talent acquisition for the agency, including internal and external representation, recruitment surge support.

Basic Qualifications

- Bachelor's degree in human resource management/business or related field
- Minimum of five years' recruitment experience
- Established network of contacts within the development sector
- Experience in recruiting Key Personnel for grants and contracts in the global development industry.

Preferred Qualifications

- Hands-on experience with sourcing techniques
- Demonstrable, verifiable results from recruiting success
- Knowledge / experience recruiting in the West African region talent market.
- Excellent PC skills (MS Office) and experience using Applicant Tracking Systems
- Successful skills and ability to prioritize effectively and manage multiple projects in a fast-paced multinational organization.
- Full cycle recruiting experience.
- Demonstrated computer literacy to include experience in tracking recruitment outcomes/metrics.

Expertise in advanced internet searching, candidate research, and cold calling.

Knowledge, Skills, and Abilities

- Proactive, resourceful, and results-oriented - a "go getter."
- Solid verbal and written communication skills
- Strong customer service orientation with excellent interpersonal and negotiation skills

- Outstanding capacity to network and to promote CRS.
- 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.
- Confidence in all settings when advising/partnering with business partners, hiring managers and other stakeholders.

Required Languages - Proficiency in English and French required. Fluency preferred.

Travel - Must be willing and able to travel up to 25% of the time to support country program recruitment (for example new program start-up, emergency response, etc).

Supervisory Responsibilities: none

Key Working Relationships:

Internal: Country Program Management (CRs, HoPs, HoOPs, Chiefs of Party, HR Managers, Business Development Specialists, ect.); WARO Regional Team, Global People Resources Team (Headquarters HR)

External: Candidates, Organizations

Agency REDI Competencies (for all CRS Staff)

Agency competencies clarify expected behaviors and attitudes for all staff. When demonstrated, they create an engaging workplace, help staff achieve their best, and help CRS achieve agency goals. These are rooted in the mission, values, and guiding principles of CRS and used by each staff member to fulfill his or her responsibilities and achieve the desired results.

- **Personal Accountability** – consistently takes responsibilities for one’s own actions.
- **Acts with Integrity** - consistently models values aligned with CRS Guiding Principles and mission. Is considered honest.
- **Builds and Maintains Trust** - shows consistency between words and actions.
- **Collaborates with Others** – works effectively in intercultural and diverse teams.
- **Open to Learn** – seeks out experiences that may change perspective or provide an opportunity to learn new things.

Agency Leadership Competencies:

- **Lead Change** – continually looks for ways to improve the agency through a culture of agility, openness, and innovation.
- **Develops and Recognizes Others** – builds the capacity of staff to reach their full potential and enhance team and agency performance.

- **Strategic Mindset** – understands role in translating, communicating, and implementing agency strategy and team principles.

What we offer

CRS offers a competitive benefits package tailored to each country we operate in and the opportunity to work in a collaborative, mission-driven culture that is committed to improving the lives of the poor throughout the world.

****Our Catholic identity is at the heart of our mission and operations. Catholic Relief Services carries out the commitment of the Bishops of the United States to assist the poor and vulnerable overseas. We welcome as a part of our staff people of all faiths and secular traditions who share our values and our commitment to serving those in need. CRS' processes and policies reflect our commitment to protecting children and vulnerable adults from abuse and exploitation.*

Disclaimer: This job description is not an exhaustive list of the skill, effort, duties, and responsibilities associated with the position.

CRS talent acquisition procedures reflect our commitment to safeguarding the rights and dignity of all people - especially children and vulnerable adults - to live free from abuse and harm. EOE/M/F/D/V - CRS is an Equal Opportunity Employer.

You can send your application including a CV and cover letter with the names of three professional references to the following address : employmentguinea@crs.org by putting only this code, [WARO-RECRUITER001](#) at the mail object. The deadline of the application is March 31st, 2024, at 12am.

NB: Only candidates selected for the selection tests will be contacted.