



## SCOPE OF WORK

Title:	International Recruiter (consultant)
Description of Assignment:	Assist EAI in recruiting various senior US or field-based positions.
Period of performance:	January 2019 to March 2019

**Equal Access International (EAI)** – a non-governmental organization (NGO) based in Washington, D.C. – partners with communities around the world to co-create sustainable solutions utilizing community engagement and participatory media and technology. With funding from bi-laterals, multi-laterals, foundations, and individual donors, EAI has been implementing social change projects for 17 years and currently operates in 11 countries.

### Overview:

EAI seeks an independent International recruiter for a short-term assignment to lead several high-priority recruitments. This person will be responsible for leading the full-cycle of recruitment from the development of job descriptions to the identification and screening of qualified candidates for home office and field office positions. The ideal candidate will be a dynamic individual with demonstrated experience working and a global network in the following technical areas: governance, peacebuilding, countering violent extremism, gender equality, youth engagement, social and behavior change communications, and women's empowerment. He/she will have experience working on bi-lateral and multi-lateral funded programs for US government agencies, including the US Agency for International Development (USAID) and the US Department of State, as well as with the United Nations (UN), the Department for International Development (DfID) and the Asian Development Bank (ADB). He/she will be able to work effectively and respectfully with individuals from diverse backgrounds.

### Responsibilities

- Assist in the development of job descriptions, as well as provide suggested guidance on a global recruitment campaign, including social media and web postings;
- Coordinate with EAI's hiring managers on full-cycle recruitment: identify and advise on recruitment needs; draft position requirements; and develop and manage advertisements for home-office and field office personnel;
- Create and implement innovative and appropriate sourcing methodologies, to meet current and anticipated staffing needs;
- Serve as a third-party buffer on offer and employment negotiations with finalists;
- Assist in developing consultant rosters in key subject areas; and
- Contribute to the production of final personnel/recruitment related documents, including CVs, bio blurbs, and skills matrices.

### Requirements

- Seven to ten years of experience in the full-cycle recruitment of international field staff, including recruitment planning, sourcing, interviewing, negotiations, and hiring; as well as in-depth knowledge of EEO, USAID, and other USG/bilateral donor employment and compliance regulations;



- Demonstrated knowledge of international development and US government and other donor-funded programming;
- Excellent organizational skills with a willingness to assume responsibilities and take initiative;
- Excellent written and verbal communication skills (proficiency in a second language highly preferred); and
- Experience recruiting and placing staff in sub-Saharan Africa and South Asia.

**Please note: only independent recruiters may apply. Recruitment firms will not be considered.**

To apply, please send your CV, your rate schedule, and a cover letter indicating the types of recruitments you have completed over the past year and your interest in the position to: [jobs@equalaccess.org](mailto:jobs@equalaccess.org) with "**International Recruiter**" in the subject line of the email. Applications will be reviewed on an ongoing basis. Please apply by January 15, 2019. Please note that interviews may begin and a candidate may be chosen prior to this date. EAI This is a short-term consultancy, not a full-time position. Please note that interviews may begin and a candidate may be chosen prior to this date.