

POSITION DESCRIPTION

US BASED | RECRUITER

Position Type: Exempt Full-time
Location: EAI US Headquarters, Washington, D.C.
Supervisor: EAI Director of Programs and Field Operations

Equal Access International (EAI) – a non-governmental organization (NGO) headquartered 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 a 17-year track record implementing social change projects and currently operates in 13 countries across Asia and East and West Africa.

POSITION OVERVIEW

EAI seeks a Recruiter for full life-cycle recruitment for proposals, field projects, and headquarter positions. 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: peacebuilding, countering violent extremism, governance, 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 U.S. Agency for International Development (USAID) and the U.S. 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.

PRIMARY RESPONSIBILITIES

- Full-cycle recruiting, including developing job descriptions, finding/sourcing candidates, evaluating resumes, interviewing candidates (in-person or Skype), doing assessments, vetting, and make staffing recommendations;
- Ensure a consistent recruiting process including interview panels; appropriate interviewing questions and maintenance of recruitment documents;
- Negotiate compensation and allowances, and prepare contingent and live offers;
- Maintain networks in critical sectors to facilitate effective passive recruitment;
- Use traditional/non-traditional resources to identify and attract top candidates;
- Develop advertising strategies (internal and external) to gain visibility with potential candidates;
- Consult with hiring managers on recruitment policies, ensuring compliance with solicitation requirements and donor guidelines and EAI processes;
- Develop and maintain excellent relationships with internal and external clients and / or business partners to ensure achievement of staffing goals;

- Maintain an up-to-date database of qualified candidates who can be quickly be deployed to assignments;
- Re-write candidates' resumes to address qualifications required for roles specified in SOWs; including CVs, bio blurbs, and skills matrices.
- Provide other writing inputs related to recruitment, as needed.
- Attend external events such as career-fairs, networking receptions and other venues where recruitment of staff/consultants would be beneficial.

QUALIFICATIONS

- Bachelor's Degree in Human Resources, Business, international development or related field, or equivalent combination of education and experience;
- Five (5) years of recruitment expertise in international development;
- Demonstrated success in creating robust sourcing and recruiting strategies;
- Successful track record in filling difficult positions with stringent requirements;
- Demonstrated success with client engagement, relationship building and providing quality service with a great team;
- Success with Applicant Tracking Systems and other hiring databases;
- Recruiting experience for USG, private and foreign donor proposals, such as USAID, Department of State, UN, DfID, ADB, etc.;
- Ability to work in a fast-paced environment and to meet urgent deadlines;
- Strong verbal and written communication skills for a collaborative team environment
- Ability and willingness to meet and exceed goals in all activities;
- Experience applying social media to recruitment process preferred
- Fluency in English required, fluency in a second language is desired, French preferred; and
- Experience recruiting and placing staff in sub-Saharan Africa and South Asia.

To apply, please send your CV 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 with " Recruiter-2019" in the subject line of the email. Please apply by August 30, 2019. Applications will be reviewed on an ongoing basis. Please note that interviews may begin, and a candidate may be chosen prior to this date.

Applicants must have the right to work in the U.S. EAI does not provide sponsorship.

EOE M/F/D/V