

Job description

Job title	Recruitment Manager
Department	Management Services
Location	London, United Kingdom
Reporting to	Assistant Director of HR
Responsible for	HR Assistant (Recruitment)
Liaison with	New Business and Partnerships (NBP) Programmes Department (PD) Technical Department (TD) Regional HR Officer (Kenya) Country Programmes External Agencies Employers of Record
Hours	Full time, 35 hours per week
Type of contract	Permanent
Organisation	
<p>Options Consultancy Services Limited is a leading global health consultancy established in 1992 as a wholly owned subsidiary of Marie Stopes International. We manage health programmes that ensure vulnerable women and children can access the high-quality health services they need. We work with partners to co-create and implement locally informed solutions to complex health problems. This includes governments, development partners, NGOs, civil society and health workers. Our programming is flexible, evidence-based and politically informed. This means we adapt to changing contexts, use data to inform our decisions and ensure our approach is appropriate. Our focus is always on building local skills and systems that last.</p>	
Main purpose of job	
<p>This position is cross functional and internationally focussed, our current portfolio spans Africa and Asia.</p> <p>The main purpose of the role is to develop, manage and deliver an organisational recruitment strategy that supports the sourcing and hiring of excellent candidates for Options' programmes and bids through building brand awareness in existing and potential countries of operation; the proactive management of consultants and alumni in conjunction with New Business and Partnerships (NBP) team; the promotion of recruitment as a business function in countries of operation; and developing and delivering effective recruitment marketing approaches.</p> <p>The Recruitment Manager provides best practice recruitment process and guidance to Options' hiring managers, in line with our diversity, equity and inclusion plan, through working closely with our teams in our countries of operation and supporting interview panels, ensuring compliance with donor background and pre-screening checks and the management of recruitment records and files. The position also has responsibility for managing and promoting the consultants' database on Cezanne, our HRIS.</p> <p>Sitting within the HR team the Recruitment Manager provides HR advice and guidance on behalf of the HR function as required to our existing programme portfolios, including reviewing and implementing retention strategies, supporting programme close out periods, exit strategies and the Employer of Record relationships (EOR).</p> <p><i>Note: All levels of position in the organisation assume some degree of responsibility for safeguarding. Your accountabilities will align with the level and scope of the position and appropriate training will be provided</i></p>	

Main duties

Recruitment and onboarding

- Works across programmes and our countries of operation in sourcing and engaging highly talented individuals.
- Lead on recruitment for bids and programmes working closely with the NPB, PM and TD, developing tailored recruitment strategies appropriate to the particular country and technical context.
- Advise on suitable employee packages e.g. through employment conditions abroad, ensuring that packages offered to employees align with organisational norms (unless otherwise agreed on a bid – e.g. where we are not the prime).
- Lead on advertising, shortlisting, interviewing and negotiations with successful candidates in line with budget parameters.
- Work with Country Reps, Team Leaders and country-based programme teams to recruit and consider succession planning.
- Manage the relationship with the host or Employer of Record in country of operation ensuring legal compliance of contractual documentation.
- Provide HR advice and guidance to country team staff members employed via host agencies, ensuring employment and contractual issues are managed in line with Options policies and procedures.
- Together with country teams and PM, support the onboarding of new starters, including providing guidance and support to meet local visa and right to work statutory requirements.

Data management

- Developing metrics to track effectiveness of recruitment approaches.
- Maintaining data and records of decisions on employee packages and changes over time.
- Advise on changes based on local knowledge of country contexts – if required.

Brand management

- Maintenance of LinkedIn pages / website pages associated with staffing (working with Marketing and Communications Manager)
- Manage brand awareness through other social media channels (particularly at the country level)
- Support the candidate experience to ensure that excellent candidates may be inclined to reapply for other positions.

Consultant and Alumni management

- Management and development of the consultant database Cezanne as potential business tools.
- Support the development of Cezanne as a recruitment tool.
- Proactively source consultants and build relationships and awareness through initiatives such as consultants' breakfasts.

- Networking with alumni to encourage referrals and returns (particularly in countries of operation)

Proactive talent acquisition

- Develop ongoing strategy to find specialists, leaders, or future executives for Options. Focusing on longer-term human resources planning and finding appropriate candidates for positions that require a very specific skillset.

HR Team Support

- Contribute to other HR related initiatives and projects as required.
- Support and cover for the Assistant HR Director / HR Manager as required.
- Provide support and advice on HR matters in our countries of operation as required.

Note: this job description reflects the present requirements of the post. As duties and responsibilities change and develop the job description will be reviewed and be subject to amendment in consultation with the job holder.

Person specification

Criteria	Essential	Desirable
Qualifications		
Educated to degree level such as HR in an International Context or HRM, Note: <i>a blend of sector experience and education may be considered for this position.</i>	✓	
Experience		
Previous experience of developing and delivering an international recruitment strategy.	✓	
Office experience in international human resource and recruitment management position in a busy HR environment, ideally managing the process in Africa or Asia.	✓	
Experience and strong knowledge of recruitment and selection processes in the UK and international local labour laws, including preparing relocation packages.	✓	
Experience of working with in country hosts and employers of record.		✓
Experience of managing HR activities such as disciplinary and grievances, exit interviews etc.	✓	
Experience in designing and delivering HR/Recruitment related training sessions		✓
Working knowledge of succession planning and employee retention schemes.	✓	
Skills and attributes		
Strong administration and organisational skills in an international management position, good time management	✓	
Confidence in communicating with internal staff and external candidates	✓	
Ability to prioritise, work under pressure and to meet strict deadlines	✓	
Able to get along with others and be a team-player	✓	
Highly proficient in the use of MS Office and social media platforms such as Twitter and LinkedIn.	✓	
Excellent verbal and written communication skills	✓	
Strong listening and comprehension skills	✓	
Other requirements		
Pro-choice	✓	
Commitment to equal opportunities and the principles of safeguarding.	✓	

Fluency in written and spoken English	✓	
Fluency in written and spoken French		✓
Mobility to travel to countries of operation	✓	