1. **Recruitment Officer - Grade 6**

**Purpose of the job:**

Implement the SADC Secretariat Recruitment Plan and timely deliver on the recruitment activities.

**Duties and Responsibilities**

* + Conduct all aspects of recruitment and selection for the set positions in accordance with the processes and the SADC Recruitment Selection and Appointment Policy.
	+ Consolidate all applications from the Member States, recording and verifying the application packages.
	+ Coordinate the process of translation of applications.
	+ Conduct preliminary screening and develop a longlist
	+ Ensure prior approval of shortlisting and interview Committees
	+ Coordinate with Directorates and Units to finalize and conduct the shortlisting process.
	+ Provide orientation and support to the Selection Committees.
	+ Draft shortlisting reports and obtain approval.
	+ Assist in the development of assessment techniques (practical questions/activities and competency-based interviews)
	+ Arrange interviews and ensure timely communication with Committee Members and candidates.
	+ Participate as a Committee Member during the interview and shortlisting processes and provide relevant technical expertise.
	+ Draft interview report and ensure timely approval.
	+ Conduct reference and background checks and support candidates to obtain a security clearance
	+ Frequently communicate with hiring managers to discuss the recruitment process and keep them informed of the progress.
	+ Provide feedback to all candidates regarding interview outcomes.
	+ Ensure adherence to recruitment time plans.
	+ Produce recruitment analytics reports considering Member States' representation and gender parity.
	+ Support the maintenance and update of recruitment reports and metrics.
	+ Support any other tasks necessary in the Directorate and carry out any assignments given by the immediate supervisor.

**Position Requirements**

**Qualifications**

* A Master’s degree in a relevant discipline (Human Resources / Psychology/ Business Administration**,**Organizational Development).

**Specialised Knowledge**

* Demonstrated knowledge of the competency interview process.
* Knowledge and ability to apply various candidate assessment and selection methodologies, tools, and platforms; ability to effectively align them with specific recruitment needs
* Ability to interpret psychometric tests and relate the results to the other elements of the comprehensive approach to recruitment.
* Excellent project management and negotiation skills and a demonstrable ability to provide exceptional client service in a cross-cultural context
* Proficient in the use of computers and computer software relevant to the position

**Professional Certification**

* HR Certification would be an added advantage.
* Member of an HR Professional body

**Experience**

* At least 10 years of work experience in Human Resources, of which five years should be in recruitment.
* Experience in recruitment for an international non-profit/non-governmental organization is preferred.

**Skills Requirements**

* Communication and presentation skills interpersonal skills
* Mentoring and coaching skills
* Negotiation, networking, and relationship-building skills
* Organizational skills (planning, budgeting, time management, work prioritization)
* Research, analytical and problem-solving skills
* Supervisory skills

**Competency Requirement**

* Plans and monitors own work pays attention to details and delivers quality work by the deadline.
* Establish and maintain strong working relationships with hiring managers and the internal HR Directorate.
* Ability to respond timely and appropriately with a sense of urgency.
* Provide consistent solutions, and deliver timely and quality results and/or solutions to fulfil and understand the needs of Directorates/Units.
* Strong collaborator with effective relationship building and analytical skills who can work seamlessly across the required cultures and Directorates/ units.
* Demonstrate ability to work independently and largely unsupervised
* Maintain confidentiality and respectful sensitive situations
* Methodical and organized, with a high level of attention to detail
* Organizational awareness with an understanding of how to engage the organization to get things done
* Professionalism and adherence to good work ethics
* Question conventional approaches and encourage new ideas and innovations for progress
* Resilience and personal drive, self-motivation
* Results and performance-driven
* Team player