

## Recruitment Officer - Senegal

INTERSOS is an independent humanitarian organization that assists the victims of natural disasters, armed conflicts and exclusion. Its activities are based on the principles of solidarity, justice, human dignity, equality of rights and opportunities, respect for diversity and coexistence, paying special attention to the most vulnerable people.

### Terms of reference

**Job Title: Recruitment Officer**

**Code: SR-00-2577**

**Duty station: Dakar**

**Starting date: 24/07/2022**

**Contract duration: 12 months (renewable)**

**Reporting to: Active Recruitment Manager**

**Supervision of: -**

**Dependents: Family duty station**

### General context of the project

INTERSOS is an independent non-profit humanitarian organization committed to assist the victims of natural disasters and armed conflicts. Its activities are based on the principles of solidarity, justice, human dignity, equality of rights and opportunities, and respect for diversity and coexistence, paying special attention to the most vulnerable and unprotected people.

### General purpose of the position

Under the supervision of the Active Recruitment Manager and in close collaboration with colleagues of the Human Resources Department, the Recruitment Officer is in charge of Personnel

recruitment for INTERSOS missions, following the organisation's internal recruitment policies and procedures.

The Recruitment Officer will be working within the INTERSOS Recruitment Team and will be based in the INTERSOS Dakar Hub. The person will be working with a specific geographical focus on the Africa region.

The Recruitment Officer will contribute to the implementation of the INTERSOS strategy to attract new talents and to improve recruitment capacity with reference to francophone countries.

### **Main responsibilities and tasks**

1) The Recruitment Officer, in coordination with his/her referent, will support the INTERSOS Recruitment Team in staff recruitment ensuring the consistent application of the INTERSOS Recruitment policy and internal standards and procedures. In particular, he/she will:

- Oversee preparing and posting the vacancies based on the staff requests;
- Be in charge of the recruitment process, including checking applicants, shortlisting and interviewing candidates, leading the references check;
- Prepare collaboration proposals, according to the INTERSOS compensation structure, and submits them to the HR Director/Area HRCO;
- Oversee information management on the INTERSOS HR software (IMP) by encoding and archiving candidates' evaluations and reports, ensuring privacy of personal data;
- Provide regular updates on recruitment activities and attends regularly scheduled staff meetings to participate in information sharing in the INTERSOS Recruitment Team and HR Department;

2) The Recruitment Officer, under the supervision of his/her referent, will contribute to the implementation of the INTERSOS talent acquisition strategy, focusing on French-speaking profiles. In particular, he/she will:

- Contribute to networking activities with relevant INGOs, supporting on first assessment, networking implementation and regular monitoring and follow-up;
- Support the organization of meetings with Recruitment Offices of relevant and similar INGOs, to build solid relationships, share best practices and insights;

- Support the identification of new in-region (and in francophone countries) talent acquisition channels, contributing to data collection and analysis;
- Support the organization of, and participate to, recruitment campaigns of French speaking profiles, humanitarian forum and events;
- Contribute improve the recruitment capacity within local humanitarian networks in the countries of operations;

## Required profile and experience

### Education

- University degree in Social Science, Psychology, Political Science, or related field.
- A specific Degree/Master in Human Resources Management will be considered an asset.

### Professional Experience

- Minimum 2 years of relevant work experience in a similar position
- Work experience in a no-profit or NGO
- Field experience is preferable

### Professional Requirements

- Proven ability to deal with multiple tasks and in demanding working conditions
- Ability to deal with short deadlines
- Strong organization skills and resistance to stress
- IT advanced knowledge (Office package, DataBase system)

### Languages

- Excellent command of French
- Working knowledge of English

## Personal Requirements

- Identification with INTERSOS values and principles
- Mature, diplomatic, polite, and analytical
- Excellent communication and strong interpersonal skills

## HOW TO APPLY:

Interested candidates are invited to **apply** following the **link** below:  
<https://www.intersos.org/posizioni-aperte/italia/#intersosorg-vacancies-italy/vacancy-details/62960fc95986f400214db7e7/>

Please note that our application process is made of **3 quick steps: register** (including your name, email, password, citizenship and Skype address), **sign-up** and **apply** by attaching your **CV** and **motivation letter** in **PDF format**. Through the platform, candidates will be able to track their applications' history with INTERSOS. In case you encounter *severe* difficulties applying through the platform, you can send an email attaching your CV and motivation letter (both in PDF version) via email to [recruitment@intersos.org](mailto:recruitment@intersos.org), with subject line: "**Platform issue – SR-00-2577-Position**".

Please also mention the name, position and contact details of **at least two references**, including the line manager during your last job. Family members are to be excluded.

**Only short-listed candidates will be contacted for the first interview.**