



Donor Funded Staffing Program

TOR No:	2019-117
Title:	Human Resources Specialist (Recruitment)
Grade:	GF
Division/VPU:	Human Resources Client Services, Middle East and North Africa Region (HRDC6)
Duty Location:	Headquarters, Washington D.C.
Appointment Type and Duration:	Two-year Term Appointment

BACKGROUND

The World Bank Group (WBG), the largest global development institution and one of the world's major source of development assistance, is a vital source of financial and technical assistance to developing economies. Governed by its 189-member countries, the WBG's mission is to fight poverty and boost shared prosperity. Headquarters in Washington DC, the WBG has more than 15,000 employees in more than 100 offices worldwide delivering programs for governments and the private sector and working with civil society to increase understanding of development issues.

In positioning the WBG as an employer of choice and leader within the development community and to better respond to the diversified needs of the organization's shareholders and staff, HRD transformed its delivery model into the following pillars:

- Client Services Department that incorporates an end-to-end staffing model and supports the implementation of HR plans and processes.
- Employment Policy, Compensation and Systems Department that provides an integrated approach to managing employment policy and staff rules, driving compensation and benefit programs, and supporting service solutions, systems and analytics.
- Performance, Career and Learning Department that brings together the entire talent management life-cycle to maximize and leverage innovative solutions and strategies for increasing the WBG's organizational and individual performance and capabilities.
- In addition to client service work supporting the MNA region, the HRDC6 team includes corporate programs such as the World Bank Group on-Boarding; the IBRD Youth Programs; and the World Bank Group Donor Funded and Secondment Programs.

DUTIES AND RESPONSIBILITIES

The Recruiter will report to HRDC6 Manager and will have the following duties and responsibilities:

- Manage the direct sourcing and recruitment of targeted populations, including channels such as recruitment missions, career fairs, targeted advertising, and creation of high potential candidate pipelines.
- Participate and support the onboarding of target nationalities.
- Proactively manage recruitment for the Middle East and North Africa Regional Vice Presidency (MNA), utilizing strategic techniques for sourcing and screening on a global basis with a focus on meeting MNA's recruitment needs for technically skilled and diverse candidates.
- Provide clients with advice on and utilize a wide range of sourcing strategies, including internal referrals, alumni networks, social media, outreach events, on-line campaigns, and existing applicant pools.
- Proactively maintain relationships with trade and other professional associations to build a network of support among their constituents for international candidates' searches.
- Proactively follow up with prospective candidates to generate interest in potential career opportunities and accurately maintain their profiles.
- Develop a pool of candidates in advance of staffing needs as specified by hiring units.
- Help develop job descriptions as needed.
- Monitor searches conducted by external search firms upon request.
- Proactively contribute to the Recruiters' Communities of Practice (COP) and other recruitment related working groups.

Note:

The selected candidate will not be assigned to programs involving his/her own government such as donor coordination and trust fund management.

SELECTION CRITERIA

- Master's degree in HR or related field with at least 5 years of experience in HR, and experience in the areas of sourcing and recruitment.
- Strong understanding of relevant core HR areas (i.e. recruitment, succession planning, workforce planning etc.) and experience in HR Client Services.
- Excellent teamwork and collaborative skills across boundaries, and ability to develop and maintain working relationships with managers and staff at all levels.
- Ability to see the big picture, think strategically, and deliver pragmatic and structured solutions to client/business needs.
- Track record of high level of integrity, tact and discretion when managing sensitive and confidential information.
- Superb planning, coordination and organizational skills, and strong presentation skills.
- Result-driven with a positive attitude and a high degree of initiative and responsiveness.
- Ability to multitask, meet tight deadlines, and attend to details while staying focused on key priorities.
- Excellent verbal and written communication skills.