



# Job Description

9th Floor Tanzanite Park, Victoria, Dar es Salaam, Tanzania | +255 758 778 886 | info@empower.co.tz

<b>Job Title</b> Coordinator: Talent	<b>Job Location</b> Dar es Salaam	<b>Category</b> Business Consultant, Human Resource (HR)
<b>Job Type</b> Full Time	<b>Job level</b> Entry	<b>Industry</b> Business Services / Consultancy, Human Resources Consultancy
<b>Open to Expatriates</b> Only Open to Tanzanian Nationals		

## Minimum Requirements

<b>Min Budget</b> -	<b>Max Budget</b> -	<b>Primary Industry</b> Business Services / Consultancy: 1 Years
<b>Secondary Industry</b> Human Resources Consultancy: 1 Years	<b>Primary Category</b> Business Consultant: 1 Years	<b>Secondary Category</b> Human Resource (HR): 1 Years
<b>Certificate</b> -	<b>Qualification</b> -	

## Summary

As a Talent Coordinator, you will be responsible for business analysis, sourcing and attracting great candidates for open positions for Empower's clients.

Your goal will always be to meet clients' needs by analysing and providing insights on how best the client can be served. As well as finding candidates that match their organisational culture and open job positions. The Talent Coordinator will support talent managers with sourcing, selection, client/candidate engagement events, and assessment centres.

## Responsibilities

### Market Intelligence (40%)

- Research into the client's company
- Leading ongoing reviews of business processes and developing optimization strategies
- Research into competitors and the marketplace
- Conducting meetings and presentations to share ideas and findings.
- Tracking advertised tenders across the region in newspapers, LinkedIn & Job platforms
- Use social media to engage with candidates professionally in an engaging way
- Research and develop recruiting leads

### Candidate Engagement (40%)

- Identify prospective candidates (sourcing) using a variety of channels
- Posting new job cards on the Empower Platform
- Booking candidate interviews, confirming client interviews & managing candidates throughout the interview process
- Conduct confidential screening interviews
- Present shortlisted candidates
- Write detailed candidate profile summaries
- Follow-up on references
- Engage with candidates to collect documentation
- Coordinating candidate engagement Talent Events (Speed dating)
- Graduate recruitment projects
- Intern & Short-term placement management

## Client Management & Business Development (20%)

- Create job descriptions and document specifications
- Attend Client briefing calls with a Talent Manager and generate meeting summaries
- Build a quality relationship with internal customers and external clients
- Support Assessment Centres using Empower tools
- Client call centre: on special instruction, will be required to check in with clients and scope new roles

## Education & Qualifications

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Degree in Human Resources or related field

## Requirements

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1 year of experience in talent or similar HR role

## Characteristics

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- Fluent in English & Kiswahili
- Excellent interpersonal & analytical skills
- Master-Networker in person and online
- Passion for mastering recruitment processes
- Proficiency in using applicant tracking systems
- Good knowledge of candidate selection methods
- Good understanding of Employer Branding strategies
- Critical thinking and problem-solving skills
- Team player
- Excellent time-management skills

## Reporting To

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Senior Coordinator: Talent

## Driving Licence

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Not Required

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