



# Job Description

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<b>Job Title</b> Recruitment Specialist	<b>Job Location</b> Dar es Salaam	<b>Category</b> -
<b>Job Type</b> Full Time	<b>Job level</b> Intermediate	<b>Industry</b> -

**Open to Expatriates**  
Only Open to Tanzanian Nationals

## Minimum Requirements

<b>Min Budget</b> -	<b>Max Budget</b> -	<b>Primary Industry</b> -
<b>Secondary Industry</b> -	<b>Primary Category</b> -	<b>Secondary Category</b> -
<b>Certificate</b> -	<b>Qualification</b> Degree	

## Summary

We are looking for an experienced and motivated **Recruitment Specialist** to join our team. This role involves managing end-to-end recruitment processes, maintaining strong client relationships, preparing detailed recruitment reports, and supporting business development through proposal writing. The ideal candidate will have a blend of recruitment expertise, client management skills, and the ability to produce high-quality reports and proposals.

## Responsibilities

### 1. Recruitment (40%)

- Manage the full recruitment cycle, including sourcing, interviewing, and selecting candidates for various roles.
- Collaborate with clients to understand their recruitment needs and tailor solutions accordingly.
- Utilize multiple channels, including job cards, social media, and networks, to identify potential candidates.
- Screen candidates' resumes and job applications and conduct interviews to assess their fit for the role and organization.
- Provide regular updates to clients on the status of recruitment efforts and progress.

### 2. Client Relations (25%)

- Build and maintain strong, long-term relationships with clients, acting as their primary point of contact for recruitment services.
- Understand client needs and challenges and provide tailored recruitment solutions.
- Regularly meet with clients to discuss ongoing recruitment projects and ensure satisfaction with services.
- Ensure timely communication and effective problem-solving to maintain high levels of client satisfaction.

### 3. Reporting (15%)

- Prepare and deliver detailed recruitment reports, including progress updates, hiring metrics, and candidate evaluations.
- Monitor recruitment performance and generate reports that provide insights into areas such as time-to-fill, cost-per-hire, and sourcing effectiveness.
- Provide regular updates on recruitment pipeline, placements, and client feedback.

### 4. Proposal Writing (20%)

- Support business development by preparing well-structured and compelling proposals in response to client requests.
- Collaborate with other departments to gather relevant information for proposal development.
- Draft, revise, and finalize proposals, ensuring they align with client needs and company goals.
- Ensure all proposals meet deadlines and are presented professionally, contributing to the growth of the business.

## Education & Qualifications

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- Bachelor's degree in Human Resources, Business, or a related field.

## Requirements

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- 2-4 years of experience in recruitment, client relations, or a related role.
- Strong understanding of recruitment processes and tools.
- Proven experience in writing proposals and managing client relationships.
- Excellent reporting skills, with proficiency in Excel and other reporting tools.

## Characteristics

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- Strong communication and interpersonal skills.
- Ability to build and manage client relationships effectively.
- Excellent organizational and time management skills.
- Ability to write clear, concise, and compelling proposals.
- High attention to detail and accuracy in reporting.
- Ability to work independently and manage multiple projects simultaneously.

## Reporting To

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Manager: Talent

## Driving Licence

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Not Required

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