



Job Description

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

| | | |
|--|--------------------------------------|--|
| Job Title Senior Coordinator: Talent | Job Location Dar es Salaam | Category - |
| Job Type Full Time | Job level Intermediate | Industry Business Services / Consultancy |

Open to Expatriates

Only Open to Tanzanian Nationals

Minimum Requirements

| | | |
|--------------------------------|------------------------------|--------------------------------|
| Min Budget - | Max Budget - | Primary Industry - |
| Secondary Industry - | Primary Category - | Secondary Category - |
| Certificate - | Qualification - | |

Summary

We are looking for an experienced and professional Senior Coordinator: Talent to join our team who will be responsible for successfully sourcing, attracting and placing candidates in open client positions.

Your goal will be to always meet clients' needs by finding candidates that match their organisational culture and open positions. The Senior Coordinator: Talent will be involved in Executive Search – Graduate Recruitment and everything inbetween; they are a crucial lynchpin who must be obsessed with connecting people to great opportunities.

Responsibilities

Client Management & Business Development

- Communicate with clients to get a clear view on their hiring needs and organisational goals
- Build long-term client relationships as part of our business development strategy
- Conducting in-depth client briefing for each role
- Attend client meetings and pitch Talent Projects
- Coordinate client panel Interviews and chair where necessary
- Draft Offer letters & contracts for clients
- Coordinate creation of client adverts for newspaper & social media in collaboration with Comms Team
- Create job descriptions and document specifications
- Attend Client briefing calls with a Talent Manager and generate the meeting summaries
- Build a quality relationship with internal customers and external clients
- Support Assessment Centres using Empower tools
- Business Development Calls: check in with clients and scope new roles

Candidate Engagement

- Identify prospective candidates (sourcing) using a variety of channels
- Conduct confidential screening interviews
- Headhunting for Executive Search assignments
- Present shortlisted candidates
- Write detailed candidate profile summaries
- Follow-up on references & conducting 'offline references' on senior candidates
- Engage with candidates to collect relevant documentation
- Managing candidate engagement Talent Events (Speed dating)

- End-to-End use of the Empower platform
- Booking candidate interviews, confirming client interviews & managing candidates throughout the interview process
- Graduate Recruitment projects
- Intern & Short-term placement management

Market Intelligence

- Research into client's company
- Research into competitors and marketplace
- Candidate Mapping
- Tracking advertised vacancies in newspapers, LinkedIn & Job platforms
- Use social media to engage with candidates professionally in an engaging way

Education & Qualifications

- 3 years of experience in talent or similar HR role
- Excellent understanding of recruitment processes
- Proficiency in using applicant tracking systems
- Good knowledge of candidate selection
- BS degree in Human Resources or related field

Requirements

- Fluent English & Kiswahili
- Leadership Skills
- Excellent interpersonal & analytical skills
- Master-Networker in person and online
- Good understanding of Employer Branding strategies
- Experience with candidate sourcing tools & methods
- Critical thinker and problem-solving skills
- Good time-management skills

Driving Licence

Not Required

To Apply for This Job [Click Here](#)