

## Talent Acquisition Specialist

**Reporting To:** Talent Acquisition Lead - Africa, Europe and Middle East

**Number of Direct Reports:** None

**Number of Indirect Reports:** One, HR Administrator

**Remit of Role:** Africa, Europe, Middle East, CIS Region, India

### Scope of Position

Hatch is currently looking to strengthen our Talent Acquisition Group in our Africa, Europe and Middle East region and there is an opportunity for a creative minded and career driven individual to join our team. The ideal candidate brings a passion for the talent acquisition practice, campus recruiting, headhunting, sourcing and social media.

Success in the role will require strong experience in campus recruitment (graduate, bursar and intern), delivering results, the ability to consult, and robust relationship building skills. You must have a desire to simplify and streamline.

- Manage the Campus Recruiting portfolio for the region.
- Management of stakeholders such as Career Offices and Higher Learning Institutions in order to market Hatch programmes, participate in the planning and execution of recruitment events on and off campus.
- Perform end to end recruitment and selection for (Bursars, Graduates, Interns etc.).
- Provide support to learners and conduct campus visits regularly.
- Manage and attend showcase days and career fairs.
- Manage and coordinate vacation work programme.
- Ensure accurate reporting and data integrity.
- Continuous development of the Campus Recruiting portfolio to meet business needs.
- Liaise with internal stakeholders in ensuring that the recruitment and selection is in lines business needs.
- Providing consultative full cycle recruitment services and advice on advertising, selection, interview.
- Manage large, complex recruitment projects, pipeline critical resources and headhunt.
- Creating a culture within the TA Team that supports process improvement, increased efficiency and cost effectiveness.
- Keeping up to date with employment legislation relevant to recruitment.
- Work with the internal groups in respect to exchanging and promoting ideas, and proposing strategies around candidate experience, technology and talent attraction.
- Play an active role as a member of the global TA practice, contribute to strategy development, automation and leading global initiatives where appropriate.
- Integrate emerging digital platforms with traditional web and online recruitment methods while streamlining activities to optimize candidate experience.
- Other duties as assigned.

### Preferred Experience / Education

The following indicates specific industry, academic and functional experience/qualifications that are important to the successful achievement of the identified responsibilities and performance deliverables.

- A relevant University Degree is required.
- 8 + years' recruiting experience preferably in the engineering or consulting industry.
- Minimum of 5 years' experience in campus recruitment (Bursars, Graduates, Interns)

- Experience with full recruiting lifecycle inclusive of delivering talent pipelines while leveraging social media and other emerging methods.
- Strong understanding of South African Skills Development legislation.
- Proven headhunting experience, excellent candidate searching and networking skills.
- Knowledge of HR and Talent Management theories, workforce planning, best practices related regulations, legislations and trends.
- Advanced Word, Excel and PowerPoint skills.
- Demonstrated focus on quality, organizational effectiveness and continuous development and improvement of systems & processes.
- Ability to motivate others – demonstrating a proactive and innovative approach with a high level of passion and initiative.
- Ability to respond professionally and effectively to the needs of internal and external customers.
- Client focused with enthusiasm to provide high quality customer service.
- Strong working knowledge of E-Recruiting systems and principles and the discipline to use them (LinkedIn Recruiter, Internet Recruitment, X-ray search and advanced MS Office).
- Experience in social media, employment branding and selection.
- Experience with SuccessFactors recruitment ATS.
- Excellent influencing, relationship building, business acumen, client focus, organization and prioritization skills.
- National travel is an inherent requirement of the role.

To apply, please e-mail a copy of your CV to [nishana.ramsunder@hatch.com](mailto:nishana.ramsunder@hatch.com) , please ensure the subject line of the email is as follows 'Application : Talent Acquisition Specialist'.

Closing Date : 04 February 2019