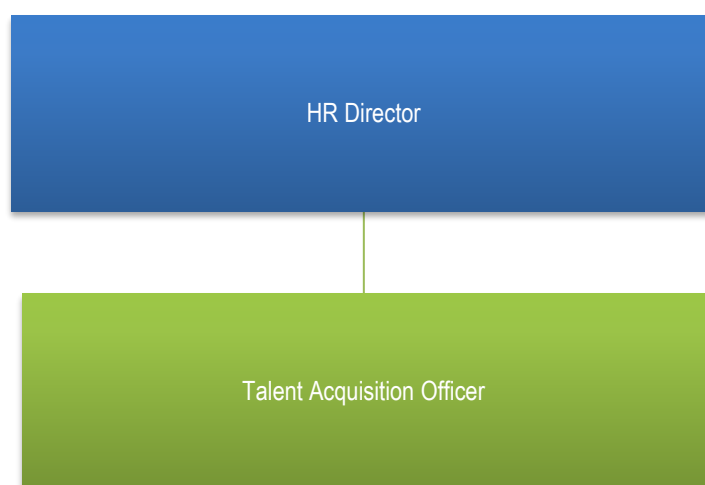


<b>Position Name (Title) :</b>	Talent Acquisition Officer	<b>Position Level:</b>	8
<b>Reporting to (Title) :</b>	HR & Admin Director	<b>No. of Direct Reporters:</b>	0
<b>Location :</b>	Cairo	<b>Sector /Department/Section :</b>	HR Department
<b>Version:</b>	01		

#### Position Reporting Lines



#### Main Job Purpose

Responsible for Recruitment and development plans implementation and optimization – work closely with HR & personal officer to ensure that our recruitment process is fulfilled  
 Custodian of the performance appraisal process and ensure its effectiveness  
 Talent management  
 Training and development

#### Objectives

- Ensure performance appraisal process is timely and effectively implemented
- On-boarding process in addition to staff orientation
- Maintain recruitment process and database in a timely manner

#### Accountabilities

1. Assist HR director in the organization strategic approach, in addition to annual appraisal developmental analysis, prepare the Organization development plan.
2. Forecast the Development plan budget first draft to be reviewed by HR manager before final
3. Responsible for the execution and follow-up of the organizational development plan and set KPIs.

4. Assist HR & Admin manager in preparation of Talent Management process and action related to it
5. Based on Resources planning and Talent management output, follow-up the implementation of the recruitment plan.
6. Update tools and database required to have an effective recruitment process and responsible for process modification and KPIs
7. Responsible for creating, review of the on-boarding process and ensure proper implementation in the organization
8. Coordinate the annual performance appraisal with the staff – ensure clarity of process among the whole organization and analysis of process outcome post the annual appraisal delivery.
9. Managing the Training and development plan, also ensuring that TNA appraisal results are implemented for the staff wither technical or interpersonal skills.

### Position Relationship with Other Parties

<u>Internal Relationship</u>	<u>External Relationship</u>
<ul style="list-style-type: none"> <li>All program support departments</li> <li>All programs &amp; projects</li> <li>Field office staff</li> </ul>	<ul style="list-style-type: none"> <li>Candidates</li> <li>Training Providers</li> <li>INGOs HR</li> </ul>

### Working Environment

The position follows the normal working environment of the organization.

Indoor: 80%

Outdoor: 20%

Working Hazard: Low

Working Days: 5 days

Days Off: 2 days

Working Hours: 8 hours

### Position Dimensions

POSITION DIMENSION	
Level of Authority	Minor Judgement Within Guidelines
Budget Control	Preparing Forecast for a Core Function
Budget Amount	From 10,000 to 100,000 EGP
Hiring Authority & Promotion	Does not Coach New Employees

	Does Not Supervise Employees
	Does not Participate in the Promotion Cycle
	Conduct Technical Interview
Consequence of Error	Impact Own Tasks
<b>CARE Competencies</b>	<b>Level 2</b>

## Job Requirements

<b>Education:</b>	<ul style="list-style-type: none"> <li>BA Degree in a relevant field</li> </ul>
<b>Experience:</b>	<ul style="list-style-type: none"> <li>5-8 years of experience</li> <li>Proven experience in recruitment</li> </ul>
<b>Computer Skills</b>	<ul style="list-style-type: none"> <li>MS Office</li> </ul>
<b>Languages:</b>	<ul style="list-style-type: none"> <li>Arabic</li> <li>High Proficiency in English Language</li> </ul>