

## Job Posting: Talent Recruiter

**Start date: January 2021**

Africa Foresight Group is an African firm based out of Accra, Ghana that connects freelance consultants with high-impact client engagements across the continent on a managed marketplace. At AFG, we aim to build African companies into global champions by offering world-class and locally accessible services. We are excited to work with talented, international leaders with a whole-hearted commitment to contributing to sustainable growth in African economies.

We are looking for a dynamic **Talent Recruiter** to join our high-performing team in the Accra head office, focusing on building and maintaining our talent pool of freelance consultants to carry out missions all through the year. The role is also responsible for managing our recruitment process and social media campaigns to ensure that we attract and recruit top talent into the firm's pool. The ideal candidate for this role is energetic, organized and a problem-solver, that is also able to connect with people.

### Key Responsibilities

#### **Recruiting**

1. Develop recruitment strategy with the talent team, and track periodic progress
2. Execute recruitment strategy by the way of
  - a. Running referral programmes
  - b. Administering social media campaigns
  - c. Attending relevant recruiting events
3. Develop and promote recruitment materials on all available platforms
4. Review CVs on Peralta and shortlist candidates
5. Organise and conduct assessments
6. Schedule interviews for all roles in line with recruiting process
7. Support successful candidates' readiness to join the talent pool

#### **On-boarding of Foresighters**

1. Create an effective on-boarding process for Foresighters (e.g. briefing documents)
2. Prepare and send acceptance emails to candidates
3. Ensure AFG emails and CVs are created, including high-quality content and photographs
4. Communicate successful consultant additions to AFG talent team and core team on a regular basis



### **Social media campaign**

1. Manage social media presence with aim to attract top talent by showcasing AFG's people and culture on Twitter, Instagram and LinkedIn
2. Develop social media schedule, to ensure regular content updates on platforms
3. Track and measure impact of social media posts, to help the team make informed decisions

### **Key performance Indicators**

1. Number of consultants in the talent pool, by role
2. Quality of consultants in the talent pool
3. Recruitment process efficiency
4. Gender balance in talent pool
5. Consultants' readiness to begin work
6. Number of social media posts

### **Job requirements**

1. 1-3 years' experience in recruiting, people management or related role
2. Strong interpersonal skills – you are a “people person” who people enjoy chatting and opening up to
3. Strong written communication and presentation skills
4. Highly analytical and comfortable with data management
5. Excellent time management skills
6. Creative, flexible and entrepreneurial mindset with the willingness to shape ideas/projects
7. Critical thinking, problem-solving and goal-oriented

### **What AFG offers**

1. You will become an integral part of a dynamic, exciting and fast-growing African company
2. Work in an international team and on a variety of high-level projects
3. Develop your business skill set and team leadership skills
4. A friendly, non-hierarchical working atmosphere
5. Regular training and coaching opportunities
6. Competitive salary and benefits

If you are interested in this role, please forward your CV and cover letter to [recruitment@africaforesight.com](mailto:recruitment@africaforesight.com) by latest 10 December 2020.