



SELECTION SPECIALIST



Teach
FOR ROMANIA

www.teachforromania.ro



About Us

Teach for Romania is a non-governmental organization, that envisions life opportunities through excellent education for every child in Romania, irrespective of his or her social and economic background.

Our mission is to recruit, train and support young professionals who take ownership for transforming the society, through a leadership development program in education.

The staff of Teach for Romania is comprised of high potential professionals, who work relentlessly to transform the society by being an active part of a movement in education.

For more information, visit: www.teachforromania.org





Your Role

Your role as **Selection Specialist** will be to implement, constantly improve and calibrate **the evaluation framework, in order to select the most suitable candidates** to become program participants and impactful Alumni.

Based on your skills and experience, you will also contribute to our mission by involvement in cross-functional projects.

This is a **full time** position, in **Bucharest**.





Responsibilities

Candidate Selection responsibilities (80%):

- **Selection model:** adapt the process and the selection model, according to the context of the recruitment season and the vision for our program participants and alumni profile;
- **Evaluate the candidates:** main responsible for conducting the screening of the application forms and the phone interviews, as well as the evaluation of all candidates after the assessment centres;
- **Coordinate the cross-functional selection team:** train and organize the cross-functional selection team (a temporary team made up of staff and community members, who act as evaluators during assessment centres);
- **Manage the selection process end-to-end:** profile inception, updating competencies and evaluation tools, evaluating candidates in different stages, scheduling interviews, conducting assessment centres, making offer decisions, final discussions with candidates;
- **Administrative tasks :** scheduling candidates for interviews, working with the Operations department to find suitable locations, keeping the candidate records up to date, others;
- **Offers:** conduct the process of presenting the offer to the candidates, giving specific feedback on the evaluated competencies.



Responsibilities

Other responsibilities if necessary, according to peaks of activity in the organization (20%):

- **Recruitment support:** act as support for the recruitment team, possibly by handling cultivation calls with the candidates, organizing webinars or other recruitment events;
- **Cross-functional projects (May to September):** get involved in cross-functional projects outside the recruitment season: possibly integrating the fellows in the system, observing program participants during the Leadership academy, performing selection for staff candidates, others.



Profile

We are looking for **someone with:**

- People evaluation skills;
- Good communication skills;
- Presentation skills;
- Organizing skills;
- Process management skills;
- Studies in Psychology or Human Resources.

Who **knows:**

- How to work with competencies based evaluation models;
- How to build candidate profiles;
- A good variety of evaluation methods;
- How to use Microsoft Office (especially Excel and PowerPoint);
- English, at an advanced level.



Profile

Who is:

- Resourceful;
- Detail oriented;
- Sociable;
- Innovative;
- An autonomous worker.

It **would be a plus** if you also have:

- Knowledge of Salesforce;
- Training skills.

Experience required for this role:

- Minimum 2 years of experience in candidate selection OR personnel evaluation OR psychological assessment.



Benefits

- A chance to do **high-significance work** in education (more access to excellent education for all children);
- The opportunity to **build up your skills** and develop yourself personally and professionally;
- Access to **training and learning opportunities** inside the organization and from our learning partners;
- An **excellent working environment** in a value-based organizational culture;
- Access to a **global community of experienced and talented specialists** and first-hand innovative approaches and models from the Teach for All network.



Application details

This is a **full time position**, based in **Bucharest**.

This is a **temporary position**, acting as a maternity leave replacement.

The selection process will consist in:

- Screening, according to the application form;
- Online test;
- Phone interview;
- Final interview with the CPO.

Submit your application [here](#).