HR SPECIALIST

www.teachforromania.ro
Teach for Romania is a non-governamental 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 the most ambitious young people in Romania to become inspiring teachers and transformational leaders of the educational system.

Our organization adopts a proven international model developed successfully across 36 countries for more than 20 years. For more information, visit: http://teachforromania.org/.
The vision of the **Recruitment, Selection and Integration department** is to transform Teach for Romania as first choice employer for:

* young professionals who take ownership for transforming the society through a leadership development program in education and

* high potential people who take ownership for transforming the society by being an active part of a movement in education.

As HR Specialist, you will work closely with the Recruitment and Selection Director to select the new Teach for Romania staff and to create new human resources processes for the organization.

Also, you will work with the Selection and Integration Responsible to evaluate, select and integrate the candidates who apply for the program, aiming to the highest retention rate.
Responsibilities

**Teach for Romania staff:**
- Keeping track of the CVs and motivation letters sent for the new staff positions
- Screening application forms and conducting phone interviews
- Conducting interviews
- Evaluating according to the selection model
- Giving feedback to candidates who require it
- Creating new HR processes for the organization

**Teach for Romania Program:**
- Keeping track of the incoming registration and application forms for the program
- Screening application forms and conducting phone interviews if necessary
- Scheduling successful candidates for the Assessment Centers
- Assuring all logistical conditions for the Assessment Centers
- Evaluating according to the internal, competency-based selection model
- Constant communication with all target audiences to assure high level of satisfaction throughout the selection process
- Giving feedback to candidates who require it
- Developing and coordinating all the integration activities for the new teachers (offer letter and documents, matriculation events)
- Keeping track of all data and monitoring progress of activities
Skills required

- Great organizing skills;
- A critical, creative and solution oriented thinking;
- Ability to work effectively in a fast-paced, deadline-driven environment, and to juggle several projects at once with a spirit of flexibility and positive outlook, flexibility of last minute changes;
- Strong knowledge of Microsoft Office, particularly Microsoft Excel (intermediate-advance);
- Ability to work with databases and analyze data;
- Ability to build internal and external relationships and networks in order to achieve results;
- A keen observer and people-oriented person;
- Able to demonstrate flexibility and comfort in interacting with different groups of people;
- Excellent communication skills, in order to easily interact with different stakeholders.
Mindset required

- Understand our organization’s vision and strong motivation to achieve it;
- Passionate about human resources processes;
- Desire and interest in building organizational culture, procedures and structures;
- Strong abilities to adapt and succeed in a frequently changing environment;
- Behave accordingly to each of Teach For Romania’s values.

Experience required

- Bachelor’s degree in humanities (psychology, social sciences, human resources);
- 1-2 years professional experience;
- Volunteering experience is preferred;
- Have previous experience in project-based HR jobs.
This is a **part time, project based** position, from February to July 2017, in Bucharest.

Expected starting date: 1\(^{st}\) of February 2017.

The selection process will be conducted until the 20\(^{th}\) of January and will consist in:

- Screening according to CV and cover letter
- Phone interview
- Interview with the HR department and Director of Operations
- Final interview with the CEO

Submit your application (CV and motivation letter) until the 12\(^{th}\) of January to [recrutare@teachforromania.ro](mailto:recrutare@teachforromania.ro).