

Program Recruitment, Selection and Onboarding Manager

WWW.TEACHFORROMANIA.ORG



WE BUILD MODELS FOR FUTURE.





WHO WE ARE?

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

Our mission is to recruit, train and support professionals who take ownership for transforming the society, through a leadership development program in education. After the 2 year teaching program, Teach For Romania supports its alumni, equipped with the experience, conviction, and insights to be a force for change, working across sectors to expand educational opportunity.

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

Through the participants in our 2 year leadership development & teaching program, as well as our Alumni working in public schools, we are currently impacting around 14,000 children across 22 counties in Romania; this year, around 2,500 candidates with diverse backgrounds, studies and professional experience registered to be part of the 8th generation of teacher leaders; out of these candidates, around 90 will begin their initial Leadership and Pedagogy training, before making their way to classrooms as teachers in vulnerable schools and communities.

The Recruitment, Selection and Onboarding area plays a critical role in bringing the most suitable people towards our mission; it does that by identifying, attracting, selecting and cultivating those individuals with the deep motivation for contribution and impact as teachers and with great potential to become active alumni who work for reducing educational inequities on the long run. The Manager of Recruitment, Selection and Onboarding will be responsible to achieve that by creating ambitious objectives and strategies for the area and leading a team of highly committed and passionate specialists.

This role will be reporting to the Chief Program Officer and will be collaborating across the organisation in order to achieve the pursued impact and results.

Role-type: Full-time, based in Bucharest.



RESPONSIBILITIES

Strategy, management, stakeholders

- Align the recruitment, selection and onboarding strategies to the wide organizational vision and objectives;
- Define a clear set of ambitious goals for the overall recruitment, selection and onboarding cycle, setting the annual team calendar and action plan;
- Manage and oversee all year round processes and activities related to program recruitment, selection and onboarding of future teacher leaders;
- Lead, manage and train a team of full-time staff, external collaborators and volunteers, while building a strong value based team culture;
- Develop the necessary and relevant external partnerships (universities, non-governmental organizations, public institutions, companies) and represent the organization externally; build and maintain relationships with a wide range of stakeholders;
- Manage the team budget, allocating resources efficiently and effectively;
- Contribute to critical program priorities or organizational strategic projects (involves but not limited to: Leadership Summer Academy, community impact projects, regional expansion)
- Explore the labour market and the Teach for All Global Organization best practices and trends in the recruitment and staffing areas, customize and implement appropriate best practices;
- Capture and investigate in-depth data and evidence to analyse trends, monitor progress to goals, and adapt and iterate on strategies; conduct learning loops in order to constantly improve and calibrate processes starting from results;

Recruitment

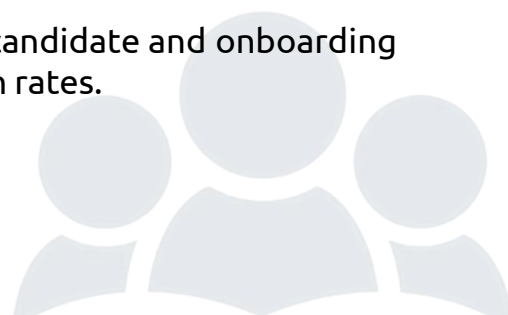
- Work together with the Marketing & Communication department in order to develop a national and regional strategy for program recruitment campaigns and ensure an effective and sustainable recruitment channel and profiles mix;
- Lead and oversee the sourcing of prospective candidates for the leadership development program using a variety of online and offline strategies and channels;

Selection

- Oversee, design and evaluate the selection process and content; constantly adapt the profile, leadership competencies and the selection instruments (application form template, assessment centre, interviews, tests, study cases, group activities);
- Train the selection team and assure the alignment, accuracy and efficiency of evaluation;

Onboarding:

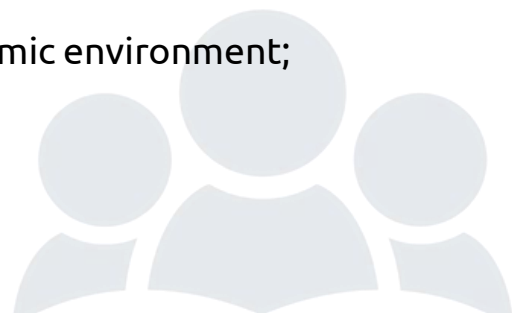
- Design, develop and coordinate the implementation of a candidate and onboarding experience with high engagement / retention / conversion rates.



PROFILE

We are looking for someone with:

- ✓ Ability to develop strategic plans and execute successfully;
- ✓ Strategic, innovative and critical thinking;
- ✓ People management vision and skill;
- ✓ Recruitment strategy and channels knowledge and experience;
- ✓ Candidate interviewing and selection tools knowledge and experience;
- ✓ Excellent organizational and planning skills, immense attention to details while juggling multiple processes simultaneously;
- ✓ Strong communication and interpersonal skills; ability to build relationships and assure collaboration with diverse stakeholders and working styles;
- ✓ Excellent public speaking and presentation abilities, the capacity to deliver compelling messages;
- ✓ Proficiency in concluding essential information from amounts of data and making inferences to drive strategies and decisions;
- ✓ Ability to navigate complex situations, problem solve and make sound decisions;
- ✓ Resourceful and entrepreneurial approach in the face of uncertainty;
- ✓ Ability to work autonomously, in a fast faced, dynamic environment;



PROFILE

We are looking for someone

Who is:

- Passionate about education with the desire to contribute to systemic change;
- Deeply committed to Teach for Romania's vision for systemic change and with a clear understanding of the Teach for All leadership development philosophy;
- Fit with Teach for Romania's culture and values;
- Capable to operate with urgency and sense of possibility to achieve ambitious goals.

Requirements for this role:

- Minimum 4 years of consistent professional experience in recruitment and selection;
- Minimum 2 years of people management experience;
- Previous experience managing large recruitment projects and teams with successfully reached outcomes.
- It would be a plus: experience in recruiting for similar profiles, volume recruitment experience, marketing or social media communication experience.
- PC skills: MS Office (Word, Excel, PowerPoint, Outlook).
- English: Advanced.



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

The selection process will consist in:

- Screening, based on resume and motivation letter;
- Online test or additional survey;
- Interview with the HR department and CPO;
- Interview with the CEO.

Please apply by following the link [here](#).

We will review the applications on an as we go basis.