



Investing in our future

The Global Fund

To Fight AIDS, Tuberculosis and Malaria

VACANCY NOTICE

This vacancy is open to applicants of **EITHER GENDER**. Applications from **WOMEN** are encouraged. The Global Fund actively encourages appropriately qualified people **living with HIV** to apply.

Job Title	Recruitment Manager / Grade 06
Vacancy Number	DD/09/IRC248
Dates of posting	22/6/2009 – 13/7/2009
Contract type / Duration	Defined Duration / 2 years with a possibility of extension
Reports to	Unit Director, HR & Administration
Cluster / Unit	Corporate Services Cluster, HR & Administration Unit

The Global Fund

The Global Fund to Fight AIDS, Tuberculosis and Malaria is a global public/private partnership dedicated to raising and disbursing large amounts of additional finance to prevent and treat the three pandemics. The Global Fund has so far committed more than US\$15 billion to over 740 programs in 140 countries.

The vacancy is in the Secretariat of the Global Fund. The Secretariat manages the grant portfolio, including executing Board policies, disbursing money to grant recipients and implementing performance-based funding of grants. The Secretariat is also tasked with resource mobilization; providing strategic, policy, financial, legal and administrative support and overseeing monitoring and evaluation. It is based in Geneva and has no staff located outside its headquarters.

The Global Fund is looking for staff with a strong commitment to health and development, an open mind-set, entrepreneurial and flexible attitudes as well as strong interpersonal skills.

The Global Fund is committed to using fair, objective and positive employment practices to promote equal opportunities and diversity in employment, ensuring all employees and potential employees are

	<p>treated fairly, consistently and with respect, before, during and after, their employment. We seek to create an environment that is representative of, and responsive to, different groups. Thank you for your interest in working for the Global Fund.</p>
<p>Role Summary & Key results expected</p>	<p>The Recruitment Manager is responsible for all facets of the recruitment function including the development of recruitment strategy and tactical execution. This will be achieved through the development of recruiting plans, employing traditional sourcing strategies and resources as well as developing new, creative recruiting ideas. The Recruiting Manager is also responsible for providing thought leadership to the HR Function in the area of recruiting as the Recruiting function is a newly created function. The Recruiting Manager will have to provide the following start-up activities to form the department: develop innovative sourcing channels and techniques, redesign sourcing and selection procedures and policies, and staff many positions within The Global Fund. The Recruitment Manager develops and implements the organization's recruitment strategies and provides direction to the recruiting team.</p>
<p>Key Responsibilities and Accountabilities</p>	<p>Primary Objectives:</p> <ul style="list-style-type: none"> • Developing innovative and appropriate recruiting strategies and plans to achieve hiring targets • With the HR & Administration Director, develop strategic HR plans at a cross organizational and Cluster level • Effectively communicating recruitment methodology to the team and to the organization • Developing qualitative and quantitative measures and systems for recruiting reports • Staying informed of current trends and researching the latest information pertaining to best practices in sourcing and recruitment • Leveraging and demonstrating mastery in use of Internet search engines for sourcing research and information gathering • Managing the annual Recruitment budget • Working closely with the wider HR function to attract and recruit high calibre employees • Accountable for the overall success of the Recruitment team including meeting recruitment objectives • Monitors the status of all recruitment prospects and analyzes

- statistical recruiting data to determine effectiveness of plans
- Provides leadership, direction, motivation, and supervision of direct reports as well as oversees training and development of staff
 - Responsible for developing effective working relationships with internal clients and external contacts of all levels
 - Ensures compliance with corporate policies and procedures, ethical practices, and the guidelines of government and accrediting organizations
 - Recommends recruiting goals, budgets and staffing plans
 - Develops recruitment policy and directs and coordinates Human Resources activities
 - Prepares personnel forecast to project staffing needs
 - Develops and maintains a human resources recruitment system that meets top management information needs
 - Aid public relations in establishing a recognizable “employer of choice” reputation for the company, both internally and externally

PERSON SPECIFICATION

Qualifications and Membership	<p>Essential:</p> <ul style="list-style-type: none"> • Advanced University degree in Human Resources, Business, and Organization Development required. • Active affiliation with appropriate Human Resources networks and organizations and ongoing community involvement, preferred
Experience	<p>Essential:</p> <ul style="list-style-type: none"> • 11 to 15 years of human resources experience required; five years of recruiting experience preferred. Two years of leadership experience • Experience in full cycle recruiting; broad HR knowledge, analytical, strategic planning, pc-based quantitative, written and oral communication; supervision/ leadership • Experience in organizing and writing reports and presentations for senior management • Proven track record of handling and organizing multiple items with timely completions
Technical skills and competencies	<p>Skills:</p> <ul style="list-style-type: none"> • Mastery of the latest internet recruitment tools such as paid

	<p>and non-paid resources including but not limited to job boards, social networks, blogs, professional networks, etc.</p> <ul style="list-style-type: none"> • Expertise in advertising, job fair planning, contract negotiation, managing recruitment team and tracking results • Functional Database management skills and knowledge of applicant tracking systems a plus • Presentations skills • Excellent communication skills, and creative, innovative problem solving skills • Above average oral and written communication skills • Excellent computer skills in a Microsoft Windows environment • Must include Excel and skills in database management and record keeping • Evidence of the practice of a high level of confidentiality • Excellent organizational skills
<p>Core Competencies</p> <p>The Global Fund has a "core competency framework" setting out standard behaviors that are expected to all staff. Only the key competencies for this role are listed. The selected candidate would be expected to demonstrate adequate levels across all core competencies.</p>	<p>Core Competencies:</p> <ul style="list-style-type: none"> • Sound Decision-Making • Developing Capability • Results-Oriented • Managing and Improving Performance
<p>Languages</p>	<p>An excellent knowledge of English and preferably a good working knowledge of French or one of the following: Arabic, Chinese, Russian, and Spanish. Knowledge of other languages an asset.</p>

YOUR APPLICATION

<p>Mandatory cover letter</p>	<p>A covering letter not exceeding one and one half pages must accompany all applications. The letter should describe your ability to meet the essential requirements set out in the vacancy notice.</p>
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HOW TO APPLY

[Online iRecruitment System \(External Applicants\)](#)

[Global Fund Employees](#)

GLOBAL FUND STAFF SHOULD APPLY ELECTRONICALLY VIA GFS THROUGH TGF EMPLOYEE SELF-SERVICE OPTION <http://gfs.theglobalfund.org/>

EXTERNAL APPLICATIONS SHOULD BE SUBMITTED ELECTRONICALLY VIA THE GLOBAL FUND WEBSITE THROUGH THE ONLINE IRECRUITMENT SYSTEM
<http://www.theglobalfund.org/en/employment/>

CLOSING DATE FOR THE RECEIPT OF APPLICATIONS: 13 July 2009

Due to the sheer quantity of applicants, we will only contact candidates whose applications are of interest for this position and who are to be invited to participate further in the selection process.

CONDITIONS OF CONTRACT

Staff are employed by and are subject to the terms and conditions of employment of the Global Fund.

The Global Fund is a foundation established under the laws of Switzerland enjoying certain privileges and immunities in Switzerland pursuant to a Headquarters Agreement concluded between the Swiss Federal Council and the Global Fund on 13 December 2004.

The person selected for this position will be appointed for a Defined Duration Contract of 2 years (with a possibility of extension).

We offer competitive remuneration packages. Salaries are paid in Swiss Francs, and salary and benefits of staff are exempt from taxation in Switzerland. This position is at Global Fund Grade 06 with a minimum basic annual salary of 134,700 Frs.