

JOB OPPORTUNITY: RECRUITER

SHELADIA Associates, Inc. provides architectural & engineering and development consulting services in numerous sectors, including agriculture; architecture; energy; irrigation and water resources; transportation; and water supply, health and education for government agencies, communities, and other stakeholders. We also offer assistance in procurement and sector-wide monitoring & evaluation. Services provided include construction management, architectural and engineering design, planning, feasibility studies, procurement assistance, specifications development, drafting of terms of reference, tendering assistance, contract management, institutional strengthening, training, and capacity building.

SHELADIA works in Africa, Asia, and the Americas, and has successfully implemented projects for US Government Agencies such as USAID, multi-lateral agencies (World Bank, ADB, African Development Bank), host governments, and private sector clients. We are dedicated to crosscutting areas of procurement, monitoring and evaluation, private sector participation, and social development, which have also been a key element of many of our projects in all sectors.

We are currently seeking a highly motivated and skilled Recruiter with full life cycle recruitment experience and/or other experience in international development.

Responsibilities include:

- Performing candidate searches to fill positions on international development projects and proposals. Recruiter will also support Sheladia's Domestic department on recruitment for US-based engineering projects.
- Establishing contact with potential recruits, request documentation/forms and determine availability.
- Drafting and placement of advertisements.
- Verifying professional references as well as other relevant sources to assess technical expertise.
- Collaborating with the firm's other technical units to coordinate the recruitment process.
- Regular maintenance and updating of Sheladia's Applicant Tracking System/CV database.

Minimum requirements include:

- Bachelor's degree (International Relations, Human Resources, Business Administration or related).
- 2-5 years of international recruiting experience.
- Proficiency with online social/professional networks to recruit candidates.
- Previous experience with USAID, World Bank or other development agency projects is preferred.
- Must have experience with proposal work in a fast paced environment.
- Excellent information management, communication and research skills with very strong attention to detail.
- Ability to work independently and meet tight deadlines while covering multiple proposals.
- Must be eligible to work in the US.

Sheladia Associates, Inc. offers a competitive salary along with an excellent benefits package.

How to Apply:

Applications should include a CV and cover letter. Successful candidates must be authorized to work in the US without sponsorship. This position is open until filled.

Please send CVs to jobs@sheladia.com - include "Proposal Recruiter" in the subject line.

Unfortunately, due to the large number of applications that we receive, we may not be able to respond to each individual candidate. Please respect our no phone calls policy.

Equal Opportunity and Affirmative Action Employer