

## Recruiter Job Description

### Background:

SHELADIA Associates is a multi-disciplinary international professional consulting firm with demonstrated experience in the successful management and implementation of development projects throughout the world. SHELADIA believes that practicality and sustainability in development projects requires flexible resource management, active participation of all stakeholders, and a shared goal of strengthening institutions and operational systems, to optimize the use of available resources. We are currently seeking a highly motivated and skilled Recruiter experience in sourcing highly qualified candidates 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).
- Some international 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.

### How to Apply:

Applications should include a CV and cover letter.

This position is open until filled. Please send CVs to [jobs@sheladia.com](mailto:jobs@sheladia.com).

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