



## JOB DESCRIPTION AND PERSON SPECIFICATION

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<b>Job Title:</b>	<b>Recruitment Coordinator</b>
<b>Directorate:</b>	<b>Human Resources &amp; Facilities Management Division</b>
<b>Job Grade:</b>	<b>L</b>

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<b>Reports to:</b>	<b>Human Resources Business Partner</b>
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### **General Information**

The Commonwealth Secretariat is the principal intergovernmental body of the Commonwealth, responsible for advancing and achieving the shared goals of the association's 54 member governments in advancing democracy, development and respect for diversity. The Secretariat is headed by the Secretary-General who, as the Chief Executive of the organisation, is responsible and accountable for overall leadership, management and delivery.

The HR function is expected to continuously seek to align the Secretariat's human capital capacity with its mission, capabilities and changing mandates to ensure that it carries out its functions effectively and efficiently. In addition, the HR Team develops and implements HR management policies, procedures and practices suitable for a modern international organization, taking into account the Secretariat's needs, staff aspirations and good employer practices.

### **Job Summary**

The Recruitment Coordinator is part of the Human Resources and Facilities Management Division, and reports to the HR Business Partner. The Recruitment Coordinator will provide effective support in all activities related to recruitment, on-boarding activities, managing and maintaining accurate electronic processes and systems including Open HR and Networx, and managing new appointments. The post holder answers enquiries from applicants and new starters on terms and conditions of service, referring non-standard matters to the relevant HR Business Partner as necessary. The Recruitment Coordinator will provide an excellent customer experience to applicants and new staff members.

### **Task Description**

#### **Recruitment**

- Supports successful and timely recruitment cycle by proactively working with the recruitment team and recruiting line managers in implementing the agreed recruitment timelines.



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- Undertakes longlisting and shortlisting processes for support-level positions and professional roles, as delegated.
- Arranges assessment tests and interviews with candidates and ensures that shortlisted candidates are duly notified of their interview schedules.
- Assists with the update of the intranet web pages and other external websites in consultation with the Senior Recruitment Officer and HR Business Partner. Ensure web content is in line with established HR standards.
- Manages the recruitment of temporary staff and contributes to the evaluation of candidates for temporary and support roles by advising interview panel members on appropriate processes, policies and interview questions, providing an assessment of interviews and testing.
- Ensures applicants and recruiting managers receive timely responses to their enquiries.
- Undertakes the appropriate reference, occupational health and security checks for selected candidates, as delegated.
- Prepares standard letters of appointment and contracts in a timely and efficient manner.
- Liaises with external travel agencies to book flights for new staff members and interview candidates in line with the secretariat's travel policy.
- Maintains candidate tracking and management on the HR recruitment system, advises users and reports system issues to the supplier
- Assists in reviewing recruitment processes to create greater time and cost efficiencies.
- Runs standard reports on recruitment campaigns, system usage and applicant tracking.
- Participates in projects as required by the line manager, including review of HR procedures and policies
- Processes invoices related to recruitment on the finance management information system (CODA).
- Supports the recruitment function and Division in ensuring accurate record keeping both in the HR system and paper and electronic records.

### **Induction Processes and Procedures**

- Undertakes the first day induction for temporary staff and agency workers.
- Manages the reimbursement of recruitment-related expenses.



- Supports the on boarding process for internationally recruited staff by arranging their visa letters and incoming flights and shipment of personal effects,
- Responsible for inputting new starters data, ensuring that all relevant information is correctly inputted into OpenHR in a timely manner, once a signed contract of employment/offer letter has been returned.

### **General**

- Ensures suppliers are correctly setup with Finance Section and make amendments where necessary.
- Assists with the HR security management system for staff identification.
- Assists with reports from the HR information systems to support HR processes and provide management information.
- Performs any other duties as may be required from time to time.
- Adheres to the Gender Equality values of the Commonwealth as enshrined in the Charter and Secretariat's Gender Equality Policy.

### **Person Specification**

#### **Education**

- A degree in human resources management or other related field, or equivalent qualification.

#### ***Desirable***

- Member of the Chartered Institute of Personnel Management (CIPD) - Associate level or higher.

#### **Experience and Knowledge**

- In line with requirements in similar international organisations, at least 4 years' progressive experience of working in human resources or recruitment roles.
- Experience in supporting complete recruitment cycles.
- Evidence of applying recruitment good practice in other organisations with minimal supervision.
- Excellent oral and written communication.
- Knowledge and experience in using and administering HR information systems and associated reporting and self-service systems
- Ability to deal tactfully and diplomatically and maintain confidentiality with internal and external stakeholders
- A flexible approach to planning and managing work and to adapt to changing priorities whilst ensuring that deadlines are met.



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- Excellent interpersonal skills and the ability to build and maintain effective relationships with colleagues and clients across all levels of the organisation.
- Ability to solve problems with realistic and workable solutions.
- Well-developed organisational and analytical skills.

### Competencies

<b>Respect for Diversity</b>
Works effectively with people from all backgrounds and treats all people equally with dignity and respect. . Shows respect and understanding of diverse points of view and demonstrates understanding in daily work and decision making. Examine own biases and behaviours to avoid stereotypical responses and does not discriminate against any individual or group.
<b>Working with Others</b>
Maintains an open, respectful, and professional approach to others Works as a team to achieve shared objectives Uses empathy and cultural awareness to facilitate working relationships Builds rapport with colleagues Identifies individuals internally within Commonwealth Secretariat and externally to help achieve own objectives
<b>Developing &amp; Applying Expertise</b>
Makes attempt to improve knowledge skills and attributes through continued personal development.
<b>Adapting &amp; Innovating</b>
Adapts to changing circumstances and work demands Shows a willingness to proactively take on new challenges and responsibilities Considers ways of doing own job better
<b>Accountability</b>
Takes ownership of assigned tasks, honours deadlines Ensures timely delivery of outputs