



Position Title: Senior International Recruiter

Position Location: Washington, DC

Please Apply on Company Website:

https://rew21.ultipro.com/CRE1010/JobBoard/JobDetails.aspx?__ID=*9046641CDC753B28

Background:

Creative Associates International is a dynamic, measured-growth global development firm that specializes in education, economic growth, governance and post-crisis stabilization. Based in Washington, D.C., Creative has a field presence in more than 25 countries with a strong client portfolio that includes the U.S. Agency for International Development and the State Department, among others. Since its founding in 1977, Creative has earned a solid reputation among its clients and is well-regarded by competitors and partners alike.

Position Summary:

Urgently seeking a Senior International Recruiter responsible for full life-cycle recruitment to support business development proposals and new initiatives for Creative. Recruiter will join a fun, fast-paced and dynamic team that works on international projects. Perfect for an energetic candidate with a passion for creating change in international development! Will professionally represent and promote Creative's Mission and Values.

Reporting & Supervision:

The Senior International Recruiter reports directly to the Recruitment Manager.

Expected Outcomes:

- Top candidates for a high-volume stream of proposals, live and bench professionals relevant to the dynamic Divisional business context.
- A seamless translation of Divisional business needs to proactive Recruiting outcomes.
- Expert recruitment service which fosters collaboration and supports Creative's Mission, Vision, and Values.

Primary Responsibilities:

- Full-cycle recruiting, including sourcing, evaluating resumes, interviewing candidates (phone, in-person, or Skype), administering appropriate assessments, vetting, and make staffing recommendations;
- Ensure consistency in process including establishment of interview panels, providing appropriate interviewing questions and maintenance of recruitment documents;
- Negotiate compensation and allowances; prepare contingent offers;
- Maintain networks in critical technical sectors to facilitate effective passive recruitment;
- Use traditional and non-traditional resources to identify and attract quality candidates;
- Develop advertising programs (internal and external) in order to ensure high visibility with potential candidates;
- Consult with hiring managers on staffing and recruitment policies, ensuring compliance with RFP requirements, donor compensation guidelines and other Creative processes;
- Developing and maintaining an excellent relationship with internal and external clients and / or business partners to ensure achievement of staffing goals; and
- Managing current candidate activity in ATS.

Required Skills & Qualifications:

- Bachelor's Degree in Human Resources, Business Administration or an international development-related field, or equivalent combination of education and experience;
- Six years (6) of international development recruitment experience;
- Demonstrated success in creating robust sourcing and recruiting strategies;
- Successful track record in filling difficult positions with stringent requirements;
- Knowledge of field environment and ability to source and hire candidates within the "fragile state" context;
- Demonstrated success with client group engagement, relationship building and providing high-quality service;
- Superior demonstrated success with Applicant Tracking Systems and other databases; knowledge of Ultipro Recruitment Gateway, a plus;
- Recruiting experience for USG and foreign donor proposals, such as USAID, MCC, DoS, etc.;
- Proven ability to work under pressure in a fast-paced environment and within tight deadlines;
- Excellent verbal and written communication skills;
- Demonstrated ability to maintain confidentiality and avoid inappropriate conjecture, gossip and/or character assassination;
- Demonstrated ability and willingness to be accountable in all activities;
- Fluency in French, Spanish or Arabic, preferred; and
- Willingness and ability to travel overseas occasionally for recruitment activities.

Only finalists will be contacted. No phone calls, please.

Creative Associates International Inc. is an Equal Opportunity Employer: Disability/Veteran.

Please view Equal Employment Opportunity Posters provided by OFCCP [here](#).

The contractor will not discharge or in any other manner discriminate against employees or

applicants because they have inquired about, discussed, or disclosed their own pay or the pay of another employee or applicant. However, employees who have access to the compensation information of other employees or applicants as a part of their essential job functions cannot disclose the pay of other employees or applicants to individuals who do not otherwise have access to compensation information, unless the disclosure is (a) in response to a formal complaint or charge, (b) in furtherance of an investigation, proceeding, hearing, or action, including an investigation conducted by the employer, or (c) consistent with the contractor's legal duty to furnish information.
