Mobility and Recruitment, Hong Kong

The International Finance Corporation (IFC), the private sector arm of the World Bank Group, is a global investor and advisor committed to promoting projects in its developing member countries that are economically beneficial, financially and commercially sound, and environmentally and socially sustainable. IFC finances private sector investments, mobilizes capital in the international financial markets, helps clients improve social and environmental sustainability, and provides technical assistance and advice to governments and businesses in the developing world.

The role of IFC’s Human Resource and Administration Department is to support IFC to achieve its business goals through the implementation of HR policies and processes to support the attraction, retention, deployment and motivation of high performing staff. To strengthen the delivery of IFC’s staffing and recruitment strategy, IFC HR is establishing region-based Mobility and Recruitment Officers responsible for providing first-line support to new and existing staff relocating to the region; implementing full life-cycle recruitment; and providing strategic advice to the business and HR colleagues on global mobility and recruitment. A key component of the role will be to implement processes, tools and strategies to ensure that mobility and recruitment needs are fulfilled in the most effective and timely manner with a high degree of focus on customer service.

The Mobility and Recruitment Officer will be responsible for the South Asia and East Asia & Pacific regions. Position could be located in New Delhi based on the location of the selected candidate.

Duties and Accountabilities:

- Understand staffing needs and trends and contribute to overall mobility and recruitment strategy.
- Implement a systematic, efficient and consistent approach to recruitment (including sourcing, screening, shortlisting, interviewing, selection and on-boarding)
- Monitor regional recruitment KPIs and ensure adherence to IFC recruitment process, policy and best practice.
- Liaise with hiring managers and HR Account Managers to understand recruitment and mobility needs and develop corresponding sourcing strategies.
- Contribute to direct sourcing of targeted populations leveraging channels such as recruitment missions, career fairs, targeted advertising in order to create a pipeline of high potential candidates.
- Develop relationships with regional media agencies, search firms and relocation services vendors and coordinate procurement of services.
- Manage, promote and leverage existing internal referral system.
- Work with hiring departments in developing strategies to meet recruitment diversity and inclusion objectives.
- Support the implementation of corporate recruitment programs and tools for HR business partners, hiring managers and others involved in recruitment.
- Develop and promote IFC employer brand in partnership with the Communications department.
- Leverage and maximize utilization of existing recruitment technology for improved candidate tracking and pipeline management through communication and training and provide requirements for system upgrades.
- Ensure consistency in job postings and contribute to the job description database.
- Manage relationships with candidates and relocating staff and refer them to internal resources and information as appropriate.
- Oversee Regional Mobility Coordinators and work closely with the regional HR team, headquarters mobility team and country offices to ensure a smooth relocation process for staff relocating to and from the region.
• Be familiar with the full range of World Bank Group compensation and benefits policies, including mobility packages, and their implications on individual, unit, department and corporate levels.

• **Selection criteria:**
  • Masters degree in Human Resources, Business Administration, Behavioral Sciences or other related field.
  • At least 6 years of progressive experience in Human Resources, including at least 4 years focused on recruitment and international assignment management; experience in global financial or professional services firm preferred.
  • Breadth and depth of recruitment knowledge and experience including:
    ✓ Recruiting channels and international sourcing strategies
    ✓ Recruiting vendor management (head-hunters etc.)
    ✓ Job profile and job advertisement
    ✓ Candidate short listing and management
    ✓ Selection process and candidate assessment
  • Experience with recruitment technology including PeopleSoft Recruitment module and social media.
  • Strong understanding of international assignments, including HR, finance and immigration matters relating to relocation.
  • Demonstrated ability to partner with the business to transform strategic staffing agenda into recruitment and mobility initiatives with measurable results.
  • Strong organizational skills including the ability to bring together diverse groups for a single purpose.
  • Strong analytical skills and ability to research and identify substantive issues and propose practical solutions.
  • Excellent oral and written communication skills, including the ability to clearly and succinctly communicate with diverse audiences.
  • Outstanding interpersonal skills with multicultural sensitivities and tact in dealing with staff at all levels.
  • Proven project management skills and demonstrated ability to lead, innovate and be solution-oriented.
  • Ability to work both independently and in leading teams across unit boundaries.
  • Willingness to travel internationally and locally.