



## Senior Talent Acquisition Consultant - 12-month contract

### About Imagine

All children have immense potential, but hundreds of millions don't have access to the learning they need. Imagine Worldwide believes that every child should be empowered with the basic right to literacy and numeracy. We provide an innovative education technology solution and implementation model to the global literacy/numeracy learning crisis using the [onebillion](#) application and various toolkits and systems to support implementation. Our model is massively scalable, and evidence-based, and can deliver foundational learning to millions of the most marginalised children.

Imagine Worldwide partners with governments, organisations, and communities to provide child-directed, tablet-based learning that is accessible, effective, and affordable. We are a California-based (United States) nonprofit organisation operating across seven Sub-Saharan African countries. Learn more on our [website](#).

### Candidate Profile

The Senior Talent Acquisition Consultant will play an instrumental role in enabling Imagine's mission, to expand the team that will design, test and scale tablet-based learning solutions that enable children to become literate and numerate. The Consultant will join a highly committed and collaborative team that is working together to empower every child, everywhere to achieve their full potential.

The Consultant will work directly with the Director of Administration and Head of Portfolio, to manage recruitment and placement for our rapidly growing team, including sourcing, screening, interviewing, contracting, and onboarding of new team members. The majority of recruitment will be our newer Portfolio countries: Sierra Leone, Tanzania, and a francophone country that is likely to be Guinea. The consultant will report to the Director of Administration. The position offers an international, flexible, learning environment to enhance individual career development and growth.

### Key Responsibilities

The Talent Acquisition Consultant will be responsible for the end-to-end management of our search and selection processes. We're looking for an excellent operator, who is also interested in strategy and helping to build effective recruitment processes. Their responsibilities will include, but will not be limited to, the following:

- **Source top talent:**
  - Design and execute sourcing strategies to identify and attract exceptional candidates across Sub-Saharan Africa.
  - Collaborate with the management team to make Imagine a premier choice for talent across the globe.
  - Leverage online talent-sourcing platforms to identify candidates.
  - Engage and manage head-hunters for senior roles as required.
- **Lead full-cycle recruitment:**
  - Coordinate the recruitment process by structuring the application process and advertising job openings.
  - Develop screening criteria based on job specifications, determine interview and vetting stages for each role.
  - Draft interview questions, develop assessment criteria and rubrics for each role.
  - Screen resumes, conduct screening interviews, and facilitate take-home and real-time technical assessments.
  - Schedule interviews with relevant functional leads and team members, coordinate feedback.
  - Deliver consistently excellent candidate experiences, providing rapid and personalised responses, clear timelines, and thoughtful feedback.
  - Support onboarding processes, including preparing new hire documentation.
- **Help build our infrastructure:**
  - Identify opportunities to improve recruitment and related processes.
  - Help implement and manage tools that scale and suggest practical solutions.
  - Maintain and track key metrics and share with relevant stakeholders.

### Qualifications

- A Bachelor's degree or higher in a relevant field.
- A minimum of 5 years experience in full-cycle recruitment with a track record of success in finding and attracting talent at all job levels.
- Familiarity with HRIS and their respective recruitment modules.
- Former operations or service industry background is a plus.

### Skills Required

- **Operational Excellence:** You're highly organized and detail-oriented, ensuring nothing slips through the cracks. You thrive in structure and efficiency - perhaps even ending each day with a zero inbox.

- **Problem-Solving Mindset:** You don't wait for others to solve problems - you proactively seek solutions. You identify challenges, spot opportunities for improvement, and implement practical changes that drive results.
- **Effective Communicator:** You write clearly and concisely in English, attracting talent with a compelling narrative. You can confidently represent Imagine in conversations.
- **Collaborative by Nature:** You're a true team player who connects easily with people from all backgrounds, you can listen, fostering strong, trust-based relationships.
- **Service-Oriented:** You care deeply about creating a positive experience for every candidate and hiring manager, always ensuring they feel supported and valued.

### Qualities

- Passion for Imagine's mission and vision.
- Commitment to equity in educational access and outcomes.
- Ability to think independently and solve problems.
- Flexible, adaptable, and thriving in a fast-paced, changing environment.
- Humility with regards to learning, receiving feedback, and collaborating.

### Compensation & Benefits

Consulting fee is competitive and commensurate with experience.

### Location

The role is fully remote. The Consultant must be based on the African continent within 2 hours of Central African Time, with a preference for the countries that Imagine is already operating in.

### Application Process

Details on Imagine's operations, countries reached, leadership and funders can be found at [imagineworldwide.org](http://imagineworldwide.org). Please submit a resume and your personal details on [this link](#).

Applications will be reviewed on a rolling basis.

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Please note that if any of the above steps are not completed, your application will be considered incomplete and not eligible for consideration. Imagine Worldwide is proud to be an equal-opportunity employer. All applicants will be considered for employment without attention to race, color, religion, sex, sexual orientation, gender identity, national origin, veteran or disability status.