

Recruiting for a Manager Job role

After analyzing internal and external factors HR made the decision to hire an new manager, due to market condition changes and business development .

In order to do so , personnel department develops a recruitment process and designed the selection plan using different selection tools which will include a person specification analysing the job , writing the job description and detailing the skills needed for the candidate . The office will advertise the job availability as part of a structured recruitment plan and then after conduct video interview as part of screening process soon as already decided that sourcing is direct recruitment and not to use an agency as they will put the the expenses up . The last part will be selection after applicant qualified to all the rounds of the selection process.

- Person specification
 1. Analysing the job

Department / Location: Department of Projects

Job Level

Leadership / Coordination: Middle East

Execution: Not applicable

relationships:

Hierarchical (control, guidance, supervised posts):

is subordinated to: the Director of the Projects Department

are subordinate: Team members implementing the project

Operation (Collaboration, Horizontal): With managers or bosses from other departments involved in various phases of project implementation

Representation (Collaboration, Consultancy): With the clients, suppliers and beneficiaries of the project

2. Writing the job description

The general purpose of the job effective coordination of all project activities to meet the goals set at the highest quality standards.

Ensure communication with project partners and compliance with contractual obligations arising from partnership agreements.

Preparing and organizing work plans within the project and providing the resources needed to reach the project objectives.

Managing the project budget in accordance with the applicable internal procedures and funding conditions.

Exploit and develop opportunities during project implementation.

Coordinate project activities by supervising technical teams, consultants and other collaborators involved.

Establishing long-term collaboration relationships with partners, clients, beneficiaries and project financiers.

Prepares the project's budget and cash flow for the final contracts according to the submitted proposal, with the beneficiary's comments and the activities planned to be carried out within the project, providing the necessary resources for its good development.

Description of job responsibilities

On interpersonal relationships / communication

It answers the prompt solution of the communication problems that occur within the project activities.

Is responsible for the accuracy and promptness of providing information in its field of activity.

Provides a collaborative climate among all the employees involved in the project.

Inform the boss directly of the emergence of important issues that may impact on the project.

Face with equipment

Respect the internal procedures related to the use of the equipment (software, internet, PC, copier, etc.).

Responds to acquiring and observing internal procedures related to the optimal use of the equipment by all subordinate staff.

Responsible for immediately informing those responsible for any malfunctions of the equipment with which they operate.

3. Detailing the skills needed

Level of education:

Higher education, preferably in the field of activity for which the project is being implemented.

Qualification required

Postgraduate Management Specialization courses.

Project Management Courses.

Knowledge of foreign languages: advanced level and possibly another international language (French, German).

PC operation: Word, Excel, other programs - depending on the project.

Job Competencies (Competence Package)

ability to concentrate, analyze and synthesize;

event forecasting capability;

negotiation skills;

ability to establish relationships, tolerance, calm, perseverance;

interpersonal communication skills;

the ability to draw up clear and accurate reports;

adaptability to changing workloads, crisis situations;

emotional balance, constant attitudes;
decision-making and responsibility;
competent to work in team;
positive attitude and abilities to mobilize the subordinate team;
Creative and innovative spirit;
permanent concern for raising the individual professional level and the project team.

The necessary working experience

Minimum 3 years of experience working on projects in the specific field of activity.

- Recruitment
 1. Advertising

HR department will post an advert about the job availability on all famous websites like "indeed" , "Glassdoor" , "fish4jobs" . the advert will contain all details about job analysis , job description and skills needed along side with working conditions :

Terms of employment

Work schedule 8 hours and extra when needed.

It will be ensured that these provisions are correlated with those of the specific clause in the CIM as well as with the provisions of the RI / CCM annexes at the unit level regarding the shifts, if necessary, and the unequal work schedule.

Material conditions

Ambient No work in extreme ambient conditions.

travel : Make frequent travel, outside the company, in the country and abroad.

Has its own office.

Additional conditions (included in the benefits category) Mobile phone, PC, company car .

Training conditions : Participate in various trainings, seminars, congresses, etc.

Budget Manages the project budget.

- Screening
 1. "Topping and tailing"

Shortlisting process consist in reviewing and analysing candidates cover letters and CVs . contacting the candidates in order to verify the availability of the potential new manager . Objective of screening stage will be to find 3 candidate that match our expectations and conduct a video interview in which we can see candidate's attitude and the ability to answer interview questions .

- Selection
 1. Using predictors to make decisions

Following these steps, the recruiter has the responsibility to make the selection decision. A candidate is selected that best matches the ideal employee profile.

An important element is the duration of the response time for each application. Feedback should be provided as quickly as possible so candidates will appreciate our attention to their time.

We will choose the candidate taking into account first of all knowledge, skills, abilities and other qualities(KSAO). This eliminates the costs of training the new employee. It also follows the employee's career behavior, the way it evolved, its history, and the managerial skills that recommend it for such a job.

In addition to the skills and qualities relevant to the position (KSAO), account is also taken of the motivation of the candidate to take up that job. HR recruiters will tend to choose candidates who are passionate about their field of activity who know how to autopose who really want to work in that company on this job.

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