

# VACANCY: TALENT BUSINESS PARTNER

(Reporting to Head of Human Capital)

## Job Summary:

The successful incumbent will be responsible for talent management and coordinating organization-wide efforts to ensure that performance management (PM) and culture management programs are developed, managed and aligned to ongoing strategic imperatives. This position will also conduct full life cycle recruitment in sourcing the best talent for the Firm, as well as maintaining effective programs for retention, promotion, coaching, talent development and succession planning.

## Duties/Responsibilities:

- Provide professional expertise and support in the design, development and implementation of the talent review process that is required to achieve business goals and results in the creation of an internal bench of top talent.
- Collect, analyze and maintain data gathered to inform targeted leadership development (e.g., succession planning).
- Participate in organizational strategic planning and provide leadership for Performance Management (PM) and change management initiatives.
- Research and assist in the development of PM training programs that focus on enabling the workforce to achieve improvements in work delivery.
- Serve as a business partner with hiring managers to develop effective sourcing and recruitment strategies that result in client satisfaction. Develop effective relationships within the organization and the hiring community to have influence and impact the recruiting process and hiring.

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- Develop, initiate and maintain effective programs for workforce retention, promotion and succession planning.
  - Manage the maintenance and execution of the performance management system, including current job descriptions, standards of performance and performance evaluation instruments.
  - Conduct presentations and training.
  - Ensure that organization-wide talent management and PM initiatives are focused and aligned on improving operational efficiencies and effectiveness.
  - Assist in recruitment of staff. Manage full recruitment cycle (post, source, prescreen, schedule, background, references, offer, onboarding, etc.). Complete hiring process within defined metrics to minimize overall time-to-start. Develop appropriate marketing strategies and develop service-level agreements to ensure an effective and efficient recruitment lifecycle while minimizing cost-per-hire.
  - Work closely with the Head of HR to collect and coordinate aggregate data for talent pool and translate those data into insights through data analysis that drives deliberate action plans at the appropriate levels.
  - Develop and implement creative and innovative sourcing strategies and techniques to build a pipeline of qualified candidates.

### **Required Skills/Abilities:**

- Superior verbal and written communication skills.
- Excellent interpersonal skills.
- Strong presentation skills.
- Excellent leadership skills.
- Strong analytical and critical thinking skills.
- Thorough understanding of recruiting methods and best practices
- Ability to design and implement full-cycle performance management programs.



## Education and Experience

1. 5+ years of broad HR experience including talent management and performance management.
2. Experience with the whole recruitment and selection process.
3. Bachelor's degree in human resources or related field.
4. Experience designing, developing and supporting organization-wide talent management programs that cover performance management, talent development, coaching, succession planning, data analytics and mentoring.
5. Previous experience in capturing metrics and producing various employment reports.
6. Experience in all areas of sourcing such as the internet, social media, networking, employee referrals, job postings, etc.
7. Experience in identifying developmental needs of staff and training on identified gaps.
8. Experience with culture change programs.

Please send CVs to [careers@bdo.co.zw](mailto:careers@bdo.co.zw) with the subject heading of the position being applied for, by 31 August 2022.

### Because Relationships Matter

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