



CAREER OPPORTUNITIES AT EQUITY BANK.

Equity Bank is one of the region's leading Banks whose purpose is to transform the lives and livelihoods of the people of Africa socially and economically by availing them modern, inclusive financial services that maximize their opportunities. With a strong footprint in Rwanda, Kenya, Uganda, Tanzania, DRC and South Sudan, Equity Bank is home to more than 20 million customers – the largest customer base in Africa. Currently Equity Bank Rwanda is seeking additional talent to serve in the role of **Talent Sourcing Manager**.

TALENT SOURCING MANAGER

Job Overview

The Talent Sourcing Manager will lead the Bank's recruitment process through internal promotions as well as external sourcing and placing best talent, while ensuring that the resourcing strategy is installed and implemented in liaison with the Senior Manager, Talent Management and Organizational Effectiveness from the point of induction to retirement.

The holder of this position will ensure that policies and procedures are followed to hire the most skilled candidates.

The Talent Sourcing Manager also must ensure that a "Talent Bank" database for both internal and external candidates is kept up to date and it is the first point of call when searching for suitable candidates.

Key Duties, Responsibilities and Accountability

- Leverage multiple channels, including social media, professional networks and internal databases.
- Build and maintain a pipeline of high-quality candidates for current and future job openings.
- Put in place a resourcing strategy as defined through the recruitment policy
- Develop Recruitment & Selection strategies that ensure the right skills and right people are available for business performance
- Create and maintain strategic relations with network platforms, institutions (universities) for creation of sourcing pools.
- Determine sourcing strategies to address the human resource needs and gaps identified
- Manage staff movement by ensure internal movements are done in order to allocate the right staff in right positions.
- Manage staff retention through attrition trend analysis and advising appropriate interventions to minimise business impact.



- Work closely with HRPBs to ensure the strategic partnership is maintained in all Departments for the smooth implementation of resourcing strategies.
- Liaise/align with HRBPs and Unit Heads to identify resourcing needs, assess them and hire the most suitable individuals to fill the positions falling vacant.
- Ensure attraction and recruitment of individuals into the right role at the right time and cost.
- Ensure the Bank obtains and retains the human capital it needs and employs them productively
- Manage all staffing requirements through a comprehensive sourcing structure/recruitment plan.
- Oversee induction and orientation of new hires as defined through the onboarding process
- Participate in the acquisition of talent by ensuring the right job profiles conducting interviews and onboarding.
- Support recruitment, skill profiling and succession plan and hire the right calibre of people and references and security background checks are completed prior to confirmation
- Manage Job descriptions to ensure every staff has a signed JD in liaison with the line managers
- Keep up to date all data and reports pertaining to the resourcing function to mainly ensure all reports (BOARD, EXCO, Group and HR Department) are provided on time and accurately.
- Recruitment Administration Management to ensure all queries and documentation related to the role are tracked, responded to and processed properly and in a timely manner.

Qualification, Experience, Skills and Attributes

Education

- A Bachelor's Degree in HR Management is essential. Other acceptable fields of study are Business Administration/Management from a recognized university.
- Related postgraduate/professional qualifications will be an added advantage.

Experience

- At least 3 years' experience in general HR administration and resourcing practices.
- Talent acquisition experience will be an added value.

Other requirements

- Proficiency in sourcing tools and platforms (e.g., LinkedIn Recruiter, CRM systems) is very key.
- Good knowledge of general HR Management principles and practices.
- Computer literacy for report writing, excel or/and PowerPoint for presentation. Knowledge of any other HRISs will be added advantage.



- Broad understanding of HR best practices and communication, failure of which can lead to loss of good staff and increased turnover.
- Staff career management as key issue for attracting and maintaining skilled staff.
- Excellent relationship building and networking People orientation.
- Ability to work under minimal supervision
- Excellent oral and written communication
- Ability to devise solutions to complex matters.
- Ability to motivate and engage others.
- Strong influencing and negotiation skills.
- Good integrity and professional ethics.
- People orientation.
- Ability to detect talent

Only applicants who meet the above criteria will be shortlisted.

If you meet the above requirements, we kindly invite you to submit your application quoting the job opportunity you are applying for to the email address below by **8th April 2025**. Please include detailed Curriculum Vitae, copies of the relevant certificates, testimonials, and daytime telephone contact and email address. Only short-listed candidates will be contacted.

Email to: **jobsrwanda@equitybank.co.rw**

Equity Bank is an equal opportunity employer. We value the diversity of individuals, ideas, perspectives, insights, values and what they bring to the workplace.