

## RECRUITING OFFICER

### Nature of work

The incumbent of this position identifies and posts the available positions, hires candidates and helps with the selection and assignation of personnel. He works in the private and public sector.

Rate your skills	Yes	No
I can determine the positions to be filled.	<input type="checkbox"/>	<input type="checkbox"/>
I am able to pre-screen good candidates following the examination of their curriculum vitae.	<input type="checkbox"/>	<input type="checkbox"/>
I am able to coordinate the selection committee's activities.	<input type="checkbox"/>	<input type="checkbox"/>
I know how to write a job offer.	<input type="checkbox"/>	<input type="checkbox"/>
I can organize and manage consultative procedure of personnel and grievance.	<input type="checkbox"/>	<input type="checkbox"/>
I can negotiate the settlements of appeals and conflicts.	<input type="checkbox"/>	<input type="checkbox"/>
I can take the appropriate steps for the training of personnel.	<input type="checkbox"/>	<input type="checkbox"/>

### Required skills

I can make decisions.	<input type="checkbox"/>	<input type="checkbox"/>
I can solve problems or conflicts.	<input type="checkbox"/>	<input type="checkbox"/>
I can work within a team.	<input type="checkbox"/>	<input type="checkbox"/>