Talent Acquisition Partner
Location: Mexico

How to apply:

· Please fill in the form to apply: https://forms.gle/zKwAGxY8CxeCreWE7
· The deadline for applying is December 10, 2023

Job Purpose and Background:
At the SBTi we are looking for a Talent Acquisition Partner to join our People & Culture department and oversee our full-cycle recruitment. At this role you will help us to source, identify, screen, and hire candidates for various roles in the organization. The ideal candidate will have excellent communication and organizational skills, at least one year of experience in talent acquisition, proficiency with applicant tracking systems, and an ability to devise sourcing strategies for potential applicants. This role requires excellent interpersonal skills for working closely with others across various departments.

About the SBTi:
The Science Based Targets initiative (SBTi) is a joint initiative between CDP, UN Global Compact, the World Resources Institute, and World Wildlife Fund, aiming to catalyze change towards a net-zero economy by driving the adoption of GHG emission reduction targets in the corporate sector that are consistent with the ambition required to limit global warming to 1.5°C. Over 1,500 of the world’s largest and most influential companies have joined the Science Based Targets initiative to date. Please visit www.sciencebasedtargets.org to find out more.

Key responsibilities include:

· Coordinate with hiring managers to identify staffing needs and candidate selection criteria.
· Source applicants through online channels, such as LinkedIn and other professional networks.
· Create job descriptions and interview questions that reflect the requirements for each position.
· Compile lists of most suitable candidates by assessing their CVs.
- Organise and attend job fairs and recruitment events to build a strong candidate pipeline,
- Maintain records of all materials used for recruitment, including interview notes and related paperwork, to share with key.
- Plan interview and selection procedures, including screening calls, assessments and others.

Desirable criteria:

- At least two years of experience in a talent acquisition or similar role.
- Experience in full-cycle recruiting.
- Excellent interpersonal and communication skills.
- Excellent verbal and written communication skills.
- It is a plus to have experience working at NGOs.

This is a full-time role based in Mexico. The salary for this role will depend on location and experience level. This role is a fixed-term contract for 12 months with the possibility of extension.

What we offer:

- Working in one of the most successful and fastest-growing initiatives driving climate action.
- Exciting and challenging tasks in a dynamic, international, innovative, and highly motivated team.
- Training and development.
- Attractive holiday package.
- Yearly salary: $420,000 MXN

SBTi is an equal-opportunity employer - committed to building an inclusive workplace and diverse staff where all can thrive. We welcome and strongly encourage applications from candidates of all identities and backgrounds and do not discriminate based on race, colour, religion, gender or gender identity, sexual orientation, national origin, disability, or age.