



Talent Acquisition Sourcing Consultant

Contract Duration: 6 months (no guarantee of extension)

Location: Philippines (remote work)

Time Commitment: 15 – 20 hours per week

Overview

This is an Independent Consultant role based in the Philippines. The duration of the contract is 6 months. The Consultant is expected to successfully provide expert delivery of all activities within the sourcing stage of the recruitment process for Philippines-based vacancies.

About Rare

Rare inspires change so people and nature thrive. For over 45 years, across 60 countries, we have been a global leader in driving social change for people and nature. We believe that the cumulative power of individual and community action is a vital pathway to safeguarding and restoring our shared waters, lands, and climate.

Purpose of the Role

Rare seeks the services of an experienced Talent Acquisition (TA) - Sourcing Consultant to help with developing candidate pipeline, preparing candidate reports and metrics, and possibly communicating and collaborating with hiring managers, under the guidance of the Sr. Manager, Global Talent Acquisition and the Talent Manager in the Philippines.

Key Deliverables and Timeline

Strategy and Plan

- Meet with the Sr. Manager, Global Talent Acquisition and the Talent Manager in the Philippines to understand and discuss Rare's Talent Acquisition strategy and plan and contribute insights about the Philippine market including local sourcing channels and target talent pools (within 1 week of engagement)



- Participate in in-take meetings within 3 business days of vacancy approval to confirm role requirements and align on search strategy and scorecards, in line with hiring priorities informed by the Global Talent Acquisition team

Candidate Pipeline

- Produce a longlist of potential candidates compiled from job boards (LinkedIn Recruiter and local networks), databases, referrals, and other sources where applications for the roles are submitted or potential candidate profiles are stored (within 1-2 days upon deadline of application)
- Based on priorities informed by the Global Talent Acquisition team, submit an initial market map and longlist within 3-5 business days of requisition kickoff

Talent Interview

- Conduct the initial/preliminary interview to the shortlisted candidates
- Prepare assessment notes to be handed over to the hiring team

Materials for Handover and Collaboration

- Submit standardized candidate packets to include resumes, structured screening notes, notice period/availabilities, and compensation expectations, consistent with priorities and process standards informed by the Global Talent Acquisition team

Essential Qualifications

- A minimum of 3-5 years of recruiting experience with a focus on sourcing in the Philippines
- Proven experience with proactive sourcing and talent mapping
- Demonstrated success in using a diverse sourcing toolkit that includes job boards, LinkedIn, search engines, niche sites, etc. to identify top talent
- Experience with candidate reviews and evaluations
- Familiarity with Philippine labor market trends and Data Privacy Act compliance
- Demonstrated ability to perform in a fast-paced environment
- Proficiency in Microsoft Office suite, and previous experience with HR technology and Applicant Tracking Systems. Experience with iCIMS is a plus
- Demonstrated success handling several projects simultaneously, which includes excellent planning, time management, communication, presentation, organization, and interpersonal skills
- A commitment to employing sourcing strategies that foster diversity, equity, and inclusion

Terms of Engagement

- **Duration:** 6 months



- **Location:** Philippines (remote work)

Expressions of Interest

Please email the following documents to: talentacquisition@rare.org by **Friday, January 30** by close of business Philippines time.

- A cover letter outlining relevant experience and qualifications against the requirements of the role and indicating proposed hourly rate
 - Please confirm your independent contractor tax status in your cover letter
- A detailed and updated resume
- Two references who can attest to the quality and effectiveness of relevant work