



Do you believe that companies need better ways to enable their teams to perform?

Do you envision that innovative start-ups and SMEs will create the future?

Would you like to develop and manage talent in alignment to business strategy?

Have you answered yes to all of these?

We are looking for Talent Management & Recruitment Associate

Thousands of small and growing businesses are designing innovative solutions to the issues society is facing. Millions of professionals seek a career in which their talent contributes to building something meaningful.

At **edge** we are passionate about improving business performance through building high-performance teams, ultimately building a "Thank God, it's Monday" society.

About edge

Our path to becoming the trusted partner for growth-oriented enterprises around talent-related questions, such as putting the right people on the right job, consciously enabling performance, choosing and implementing systems and processes is quickly taking shape

In East Africa, since 2014 we have grown beyond Nairobi quickly, and have worked with entrepreneurs from Eastern Congo to Northern Tanzania enabling them build their capacity in HR strategy, talent recruitment. performance management and organization culture.

In Kenya we work with clients from Migori to Lodwar to South Coast thinking through what teams and organization culture will help them achieve their objectives and strategies. We have worked in-depth with 50+ start-ups, social businesses and grassroots organizations across East Africa since 2014 and with 200+ others globally.



About the roles

We are looking for Associates to join our team to lead and support **delivery of our various services to our clients**: team diagnostics, introducing transformational tools and ways of collaborating and communicating, enabling management and teamwork, and ensuring our clients recruit the right talent. The Associates will also help grow edge by **supporting internal business processes and product development**.

By having you on board, we want to accelerate the roll-out of innovative talent approaches in Kenya and East Africa. **This role is ideal for you** if you love the culture and dynamics of small and growing organizations and if you want your **analytical and people** skills to matter!

Your responsibilities will include

Deliver recruitment activities for edge's clients

- ✓ Capture client needs in-depth. Understand the organization's context, the big picture and the nitty gritty of the role, the required talent profile and their desired user experience of working with us.
- ✓ Design and lead the implementation of different recruitment tools and approaches to deliver great candidates for our clients.
- ✓ You are our jobs-talent match maker lead! Design and drive creative approaches to build a talent pool across East Africa that is interested in working with impact driven organizations

- ✓ Actively build pipeline of candidates through creative and smart headhunting approaches
- ✓ Provide leadership to the RH team through mentoring, coaching and inspiring the team. You will set, break down and track department goals and over time grow the team in line with the vision.
- ✓ Continuously stay abreast with market trends, proactively gather learnings and share insights to continue innovating how we deliver our services.

Deliver various human capital and organization design advisory services aiming at building strong, agile and resilient teams in edge's client

- ✓ Analytics and Health Check: Collect data through surveys, interviews etc to unearth challenges and opportunities relating to performance, culture and team.
- ✓ Analyze existing processes, structures and relationships to understand their impact on individual, team and organization performance.
- ✓ Think through, design and tailor change journeys that holistically address diverse talent management needs over time (tools, workshops, conversations, processes etc).
- ✓ Moderate strategic conversations and facilitate training workshops that enable the client teams have deep dialogue, resolve tensions, define synergy points and work together better.
- ✓ Help turn organization strategy and goals into clear roles & accountabilities.
- ✓ Help evolve the overall organization design, gain trust of the managers and act as a sounding board in various situations.
- ✓ Ensure excellent user experience at all times, always aiming at the teams defining their own processes, structures and relationships.
- ✓ Follow up with the managers and teams to ensure implementation and adoption



All associates are part of driving edge and are expected to:

- ✓ Ensure edge is learning
 - Gather data about the pain points, desired value and user experience of all users of our services.
 - Collect and analyze customer feedback (interviews, questionnaires, focus groups, events participation, etc.)
 - Compile regular reports and present findings in edge strategic meetings
 - Feed your observations into product design
- ✓ Support edge's overall growth
 - Lead Generation, external representation, sales, managing client relationships and identifying opportunities for cross-selling
 - Lead prototyping and testing of new products and services
 - Take care of the wellbeing of the group
- ✓ Support business processes, such as knowledge management, budgeting and forecasting

Who we are looking for:

- You are excited about connecting people with the bigger picture of their organizations
- You are a keen listener with great ability to “hear beyond the words”
- You are naturally able to sense issues in a team and what individuals need





- You have at least 2 years of experience in any of the areas of responsibility, e.g. running recruitment processes or drives, facilitated workshops, coached teams or individuals or worked as a learning & development specialist, creating and implementing a variety of HR processes and policies
- You have a track record of executing tasks in a timely manner and good at meeting deadlines
- You have a great eye for detail and design, making documents look fantastic with excellent knowledge of English, grammar and style
- You make a difference to people around you and our society
- You are happy to organize your work independently; you are resourceful and can create lots of value with small budgets and little time
- You are curious to explore and innovate around out-of-the-box organizational processes
- You have a track record of executing projects in a timely manner.
- You are curious and thrive in fast-changing environments where things are uncertain and you get to figure things out.
- You are interested in growing a career in the human capital space.
- You easily navigate google forms and spreadsheets, and are skilled at creating client-facing reports in document and slide format

Why join edge?

- Because we're transforming the world of work in Kenya and globally.
- We work closely and deeply with exciting organizations and passionate leaders across East Africa.
- Experience the start-up world and leave your mark in a young ambitious organization
- Work in an international team with a high commitment to teamwork and learning
- You will work directly with the founders and be included in exciting strategic conversations
- Join flexible and passionate people that value your talents!

Logistics:

- Work from our Kilimani office
- Home office option available, as long as you're able to collaborate and achieve results virtually
- edge is a young company, be prepared to deliver with limited resources

Want to apply?

- ✓ Submit your application by filling this survey <http://bit.ly/edgeTeam>
- ✓ Send your CV (max 2 pages!) in PDF format to join-us@edgeperformance.co.ke
File name should start with your first name followed by your surname e. g Anita Miles CV.pdf. Only CVs in the right format will be considered
- ✓ Apply AS SOON as you see this. Selection will take place on a rolling basis