



Position Specification **Associate Director, Recruitment**

The Opportunity

IAVI is seeking a skilled and dynamic candidate to fill the role of Associate Director for Recruitment within its Human Resources department. IAVI is growing in operational complexity globally to support the expanded mission and workstreams. The organization is seeking a strategic and creative individual who can function more than a standard recruiter. The ideal candidate is a seasoned professional with experience recruiting, interviewing, and hiring candidates and has expertise in high-volume recruitment who can bring innovation to IAVI's recruitment functions. This role provides an opportunity for a creative thinker to make an impact in talent acquisition and elevating recruitment practices organization-wide. This role will be based in New York City and will report to IAVI's Chief People Officer.

More About IAVI

IAVI is a nonprofit scientific research organization that develops vaccines and antibodies for HIV, tuberculosis, emerging infectious diseases (including COVID-19), and neglected tropical diseases. Its mission is to translate scientific discoveries into affordable, globally accessible public health solutions. IAVI collaborates with an extensive network of partners in academia, industry, foundations, governments, nonprofit organizations, communities, and funders. IAVI has staff in seven countries, operates four laboratories and employs nearly 300 staff.

Through scientific and clinical research in Africa, India, Europe, and the U.S., IAVI is pioneering the development of biomedical innovations designed for broad global access. It develops vaccines and antibodies in and for the developing world and seek to accelerate their introduction in low-income countries. IAVI programs and partnerships are grounded in the regions of the world where the disease burden is the greatest, and its approach emphasizes sustainability. Its network of clinical research center partners in Africa and India helps strengthen in-country research capacity and supports the training and education of the next generation of scientists.

The global impact of IAVI's science includes fundamental contributions to understanding the biology of HIV infection, which IAVI and others are applying toward advancing vaccine science and immunology. IAVI accelerates scientific discovery and development by fostering unique collaborations among academia, industry, local communities, governments, and funders to explore new and better ways to address public health threats that disproportionately affect people living in poverty.

Core Responsibilities

Responsibilities of the Associate Director, Recruitment include but are not limited to:

- Partner with hiring managers, business leaders, and key IAVI stakeholders to understand talent needs and provide advice on the best ways to move the open positions.
- Supervise and support the professional development of additional recruitment team members.
- Oversee and generate comprehensive job descriptions, job postings, employment contracts, and Statements of Work (SOWs) that are aligned with responsibilities, qualifications, and skills across the organization.
- Become a deep subject matter expert within the business partner group and manage its full-cycle recruitment process.
- Embed sound people recruitment and management skills and knowledge into the recruitment functions of the organization while constantly refining the quality and efficiencies of the recruitment and hiring process.
- Develop and execute sourcing plans to identify and recruit top talent while overseeing the candidate development process from identification and engagement to offer extension and onboarding.
- Analyze and report on recruitment trends, workforce, and KPIs.

- Increase the awareness of IAVI's profile and foster relationships with universities and institutions in order to develop a candidate pipeline through sourcing and networking techniques.
- Develop and improve upon programs such as classification training for managers, consultancy review, and internships.
- Manage relationships with third-party service providers such as staffing, advertising, and background verification companies.
- Lead special projects, such as the implementation of the recruitment module of HRIS.

Candidate Profile and Key Qualifications

The ideal candidate will exemplify the following competencies and characteristics:

- Significant (8+ years) experience in a recruitment/people systems role, including with high-volume recruitment.
- Thorough understanding of foundational recruitment/human resources skills and knowledge.
- Strong verbal and written communication skills; must be an experienced writer and editor capable of generating and finalizing error-free written content, such as recruitment-related documents such as job descriptions, postings, contracts, and SOWs, in a timely manner.
- Experience with data and deadline-driven, detail-oriented project management as well as managing and prioritizing individual and team workflows.
- Fluency with technology including Microsoft Office software and LinkedIn Recruiter.
- Experience implementing an HRIS or recruitment module is preferable.
- Supervisory experience and dynamic team management skills; experience with and commitment to supporting the professional development of diverse team members.
- Cultural competency to support the hiring of IAVI staff around the world.
- Experience working in the pharmaceutical/biotech industry is preferred.
- A Bachelor's degree.

Compensation and Benefits

The salary for this position is competitive and is commensurate with demonstrated experience and abilities. IAVI also offers a comprehensive benefits package, including medical and dental coverage, paid parental leave, year-end office closure, summer Fridays, bonus program based on performance, tuition reimbursement, participation in a retirement plan, sick and vacation leave, paid holidays and more.

IAVI's Staff Vaccination Policy: To help maintain the health and safety of the IAVI community, all US Personnel at IAVI are required to be fully vaccinated against COVID-19. As part of an offer of employment, the final candidate is required to be vaccinated or must agree to be vaccinated prior to the start date, as a condition of employment.

To Apply

IAVI has engaged Schall & Russo Planning Works, LLC to assist with this search. Interested candidates should email (noting "IAVI Recruitment" in the subject line) a thoughtful cover letter and resume, in confidence, to: Steven Schall, Schall & Russo Planning Works, sschall@schallrusso.com

IAVI is an equal opportunity employer and applicants will be considered for employment without regard to race, color, religion, sex, sexual orientation, gender identity, national origin, veteran or disability status. IAVI is an equal opportunity employer actively committed to fostering a diverse and inclusive global organization. IAVI believes that diversity and inclusion among its teammates is critical, and it seeks to recruit, develop, and retain the most talented people from a representative candidate pool. IAVI celebrates the spectrum of colleagues' experiences and believes that dedication to the IAVI mission above all is essential to the organization's success as a scientific global nonprofit. IAVI upholds these principles through IAVI's Global Diversity and Inclusion Committee. IAVI has zero tolerance for discrimination or harassment on the basis of race, color, ethnicity, caste, national origin, home language, ancestry, religion, marital or civil partnership status, age, physical or mental disability, HIV status and any other medical condition, genetic information, pregnancy, sexual orientation, gender identity or expression, and veteran status, in addition to any other status protected under the law in any of our locations worldwide.