

# Recruitment Specialist (gn\*) in International Cooperation

**Stellenanbieter:** GFA Consulting Group GmbH

Want to make an impact?

Then come join us at GFA Consulting Group - a leading European consulting company working in international development cooperation. Since 1982, GFA has carried out numerous development and research projects in over 130 countries, focusing on matters of global importance. Our work, both in our projects and at our headquarters in Hamburg in Germany, supports the achievement of the Sustainable Development Goals (SDGs), to improve people's lives and protect the planet. Our international and multicultural team of professionals is at the heart of our success. If you share this passion for international cooperation and enjoy working in an international environment, where you can contribute to shaping a better world, join the GFA team as:

## Recruitment Specialist (m/f/d) in International Cooperation

The recruitment and long-term binding of suitable experts for tenders and projects through proactive approach and regular contact with the experts of our ongoing projects is one of the essential tasks in our business and a prerequisite for our success.

As part of the GFA Recruitment Department you closely work with mainly one of our technical departments and are the direct link between GFA and the experts to be selected for our projects. You are also ready to recruit top candidates for our offices in Hamburg and represent GFA externally.

You will find more information on our topics here: [GFA Projects - THEMES AND PROJECTS](#)

The position requires full relocation to Hamburg. It is envisaged that the initial contract duration of 2 years leads to permanent employment.

## Aufgaben

- You will be responsible for the expert search and address candidates proactively by world-wide sourcing and identifying of suitable experts, especially in the French speaking Africa.
- You will be responsible for the maintenance, updating and active expansion of our expert database.
- You will work closely and regularly liaise with the technical departments in order to understand the particular technical and procedural aspects of its business.
- You will maintain intensive contact (telephone, video calls, email, etc.) with the experts working in our ongoing projects thus developing a sustainable experts' network.
- You will be the expert's first entry point for his/her professional growth within our



department or GFA as a whole.

- You are ready to travel to our projects' beneficiary countries on the occasion of special events organized by the technical department (i.e. Donors' and Experts' conferences and fairs), and co-organize them.

## Anforderungen

- Completed university degree related to human resources development, development cooperation or social science is preferred
- At least 2-3 years of relevant work experience in recruiting or/and in the context of development cooperation or related tasks especially in the area of finances
- Knowledge in the field of international personnel recruitment and acquisition is desirable
- Strong ability to develop a strategy for building, maintaining, and fostering expert relationships
- Communication skills, quick perception and flexibility are your strengths
- Very good language skills in spoken and written English and French or Spanish, knowledge of another language (e.g. German or other) is advantageous
- Confident handling of the common MS Office products (Word/Excel/Outlook)
- Experience in working with databases is a strong advantage
- Ability to maintain an overview and meet deadlines even in busy periods

## Benefits

An opportunity to be part of a multicultural and diverse team that comes together in Hamburg's lush green district of Volksdorf to work on issues that are at the heart of international cooperation. We lay the foundation for you to grow and learn with GFA, providing continuous skills development and further training. Additionally, we offer the following:

- **Flexible working arrangement:** A blend of flexi-time and home office days helps balance professional and personal commitments.
- **Work-life balance:** Our family-orientated policies enable a healthy balance between your professional and private life. We grant a tax-free childcare allowance (daycare) and offer family leave when you need to take care of your relatives.
- **Health and wellbeing:** We provide access to gym membership with a rich selection of wellness and sport programs around the city. Additionally, staff members organize various sporting activities and events.
- **Public transport subsidy:** To promote climate-friendly commuting, we subsidise monthly tickets for local public transport.
- **Surrounded by nature:** GFA's barrier-free offices are set in natural surroundings, and easily accessible from Hamburg's city center. At your convenience, the offices are also within reach of public and social amenities.

## Bewerbungsprozess

At GFA Consulting Group, we embrace the strength that comes from diversity and are committed to creating an inclusive workplace where your unique skills and perspectives are celebrated. We look forward to hiring new colleagues who identify with this appreciation of diversity. We welcome applicants irrespective of their gender, nationality, ethnicity, social origin, religion and beliefs, disability and chronic disease, age and sexual identity. Your skills and motivation are our only decision factor! We would like to encourage you to apply and bring your talents, skills and personal life experiences to enrich and advance our joint endeavours.

If you are interested in this opportunity (job code: 36919) please submit your application including cover letter in English, CV, copies of diplomas and work certificates or references via the "direkt bewerben" button.

If you have further questions regarding the position, Ms Röhr will be happy to answer these.

**We look forward to getting to know you!**

- **Anstellungsart:** Befristetes Arbeitsverhältnis
- **Arbeitszeit:** Vollzeit
- **Berufserfahrung:** 2 - 3 Jahre

**Einsatzort:** 22359 Hamburg / hybrid, Deutschland

**Stellenanbieter:** GFA Consulting Group GmbH  
Eulenkrogstraße 82  
22359 Hamburg, Deutschland

**Ansprechpartner:** Team Manager Recruitment, Dagmar Röhr

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**Online-Bewerbung:**

[https://www.gfa-group.de/jobs/Recruiter\\_International\\_Development\\_Cooperation\\_4099573.html](https://www.gfa-group.de/jobs/Recruiter_International_Development_Cooperation_4099573.html)

**Ursprünglich veröffentlicht:** 04.04.2025

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