

# Exciting career opportunity

#Thrive with us and #Come as you are



## Talent Acquisition Advisor - One Year Fixed Term Contract

KPMG is a global network of professional services firms providing Audit, Tax and Advisory services. Our purpose is to inspire confidence and empower change. We have a notable Africa Footprint serving clients across the continent. Our East Africa practice comprises Kenya, Uganda, Tanzania, and Rwanda.

The Nairobi office serves as the regional coordinating office providing the required networking to facilitate delivery of services on a timely basis to meet and exceed our clients' expectations.

### Position Summary

We are currently looking for a Talent Acquisition Advisor to join our People, Performance and Culture (PPC) team.

This is a fixed-term role, and the successful candidate will partner with stakeholders across the business and provide end to end talent acquisition services that lead to onboarding of high caliber talent, candidates' meet business needs.

### Key roles and responsibilities

- Participate in forecasting of staffing needs and in development of talent acquisition strategies and hiring plans.
- Work with internal teams and hiring managers to develop ideal candidate profiles by review of job descriptions and job advertisements.
- Build hiring managers' 'Business Units' and candidates' capacity on how to use the available recruitment systems.
- Timely and accurate posting and tracking of jobs on identified platforms
- Participate in end-to-end recruitment and selection processes from sourcing to onboarding in collaboration with HR business advisors.
- Provide timely follow-up and feedback to candidates on application and interview status and filter issues to the appropriate parties.
- Track and maintain recruitment metrics and ensure all relevant data is up to date, accurate, and consistent
- Proactively provide actionable technology or process improvement solutions to identified gaps in the recruitment cycle
- Build and regularly update the talent pipeline by actively engaging in candidate sourcing initiatives e.g. headhunting; and continuous research and identification of role/function-specific candidate sources.
- Collaborate with assigned service providers in administration of recruitment processes where applicable.
- Participate in employment branding initiatives by organising and attending to career fairs, assessment centers or other events.
- Develop and maintain strategic relationships with professional HR associations and keep abreast of developments in the HR and recruitment space.
- Participate in the development of Recruitment policies and guidelines and ensure compliance and understanding by the Business Units' and fair and consistent application in recruitment processes.

### Academic/Professional qualifications and Experience:

- Bachelor's Degree – Upper 2nd Class Honors or equivalent.
- Certified Human Resources Professional
- Member of IHRM
- Minimum of 8 years in talent acquisition

### Personal attributes:

- Good communication (written and verbal), numeracy, presentation and analytical skills
- IT proficiency, especially Microsoft Office and recruitment software
- An eye for detail
- Team player with leadership capability
- Excellent coordination and planning skills
- Goal driven and results oriented

### We offer:

- An exciting opportunity to work with a Big 4 firm on cutting edge clients across Africa.
- Continuous learning and development.
- Exposure to multi-disciplinary client service teams.
- Unrivalled space to grow and be innovative.
- Opportunity for international travel.

If your career aspirations match this exciting opportunity, please use the link below to apply: [Talent Acquisition Advisor – Candidate's Summary](#).

Filling the link is mandatory for consideration alongside your application to [talentrecruit@kpmg.co.ke](mailto:talentrecruit@kpmg.co.ke) quoting 'Talent Acquisition Advisor' by 04 May 2025.

Please note that only shortlisted candidates will be contacted.