

International Development Recruitment Manager

Department:
IDU

Location:
Sofia, Bulgaria

Deadline:
20-06-2025

Country:
Bulgaria

Ecorys' International Development Unit (IDU) is currently looking for an International Development Recruitment Manager to join our team. This role will be based in Sofia, Bulgaria.

Your Role

As an International Development Recruitment Manager you will support identification and recruitment of external experts for tenders and projects in international development, covering the broad range of thematic areas of Ecorys such as: public sector governance, public finance management, trade and private sector development, civil society, security and justice, climate, energy and environment, urban and regional development, transport and infrastructure. We currently deliver various contracts for our clients such as the EU/EuropeAid, the World Bank, the UN, the UK Foreign, Commonwealth and Development Office (FCDO), the Netherlands Ministry of Foreign Affairs and other bilateral donors, international charities and foundations, and NGOs. In your role, you will be primarily responsible for sourcing, evaluating and making recommendations to hire associate experts for a **project, currently managed by Ecorys**, funded by the European Commission. The main areas of expertise sought are: Digital, Climate and Energy, Transport, Health, Education and Research, Private Sector Development and many others. On the context of the this project, the International Development Recruitment Manager will have the following duties:

- Proactively identify and contact suitable experts, based on Terms of Reference and requirements by the client.
- Communicate with the candidates, interview them, perform reference checks.
- Negotiate consultant's fee rates and allowances within approved budgets, agree on availability in line with the project planning.
- Evaluate candidates and propose the best profiles to the project team and to the client.
- Maintain communication with all candidates to keep them updated on the outcomes of the evaluation.
- Proactively develop the project's pool of experts.

In the context of the overall IDU recruitment activities, the International Development Recruitment Manager will have the following duties:

- Based on requirements in donor's Invitations To Tender (ITT), develop project specific recruitment strategies in cooperation with the bidding team.
- Take ownership and lead the recruitment process of external experts, including sourcing the candidates and providing support in CV evaluation for both proposals and ongoing projects.
- Prepare the role profiles and external announcements, post advertisements on designated media and websites, manage the incoming applications and incoming CVs in line with Ecorys Data Privacy & Security policy.
- Interview candidates, conduct reference checks, provide recommendations to the bidding teams.
- Collaborate with individual experts to adapt and update their CV to the format and expectations of the ITT.
- Manage the timely collection of supporting documentation related to CVs, in line with ITT requirements.
- Negotiate consultant's fee rates and allowances within approved budgets.
- Actively develop networks with experts in line with prospective pipeline.
- Support Proposal Manager and other members of the bidding team as necessary throughout recruitment processes.
- Maintain communication with candidates to keep them updated through the tender and hiring process.
- Support the Project Managers in staffing for ongoing projects.

Qualifications and Experience

- Relevant graduate degree or diploma.
- At least 5 years of experience as a recruiter in a multinational company.

- Extensive experience in using (online) channels to find the right candidates.
- Experience with recruitment in the international development sector is a distinctive advantage.
- Strong and hands-on experience of work on EuropeAid tenders will be a significant asset.
- Strong networking skills and ability to develop lasting relationships with candidates.
- Ability to work autonomously and efficiently under limited supervision.
- Good command of English language, French or Spanish is an advantage.
- Excellent conversational skills.

What We Offer

Ecorys offers its employees a professional, stimulating, and learning environment with ample opportunities for development. You will work in a multicultural environment alongside a supportive team atmosphere. Our culture is characterised by limited hierarchy, open communication and minimal red tape.

The role offers a competitive salary, flexible working hours and excellent additional employee benefits, such as the opportunity to hybrid working policy, which means that we are flexible in terms of working from home or office.

The intended job start is on 14 July 2025 (negotiable).

About Ecorys and IDU

Ecorys is a leading research-based consultancy that helps clients make a positive impact on society. From research and evaluation to project management, we help, independently, public and private clients by providing with evidence and advice to tackle the issues affecting communities around the world. We achieve our business objectives in an environmentally sustainable and socially responsible way. Our working culture promotes personal and career development.

More information

If you have any questions, please contact HR via recruitment@ecorys.com

Application

To apply please send us your motivation letter and CV via the online application form by 20 June 2025. Applications will be considered on ongoing basis, so early applications before the deadline are strongly encouraged.