

## **Terms of Reference for a Recruitment Firm**

### **Background**

AA Kenya is the oldest and largest Automobile Association in Kenya with over 100,000 members and branch offices in all major towns countrywide. Internationally we are affiliated with the Federation Internationale de l'Automobile (FIA) which represents over 100 million motorists worldwide.

We promote and safeguard the interests of motorists through a broad range of services to include: roadside assistance; information and advice about the purchase, maintenance and repair of vehicles; negotiation of attractive insurance premiums; road mapping and setting up petrol depots.

You can also train with us: AA Kenya offers guidance about safety on the roads and quality driving instruction and licensing. Our AA Driving Schools are respected across the continent for their thorough curricula, commitment to responsible driving and tailor made tuition packages.

AA Kenya would like to engage the services of a Human Resources Consultancy Firm to assist in the recruitment of various executives in line with the organizations strategic plans.

As part of the assignment, the firm will carry out the following:

- Hold discussions with the AA Kenya Director General to determine the requirements for the position.
- Approach suitable candidates to determine whether they may be interested in this position.
- Screen applications received against the relevant job description for the positions which will be availed by AA Kenya.
- Provide an expert analysis of the resumes received.
- Conduct an in depth interview of potential candidates.
- Prepare a shortlist following the interviewing of potential candidates.
- Conduct Final Interviews with presence of Director General or Stakeholders from AA Kenya.
- Conduct reference checks based on information provided by the shortlisted candidates.

### **Reporting Obligations**

The selected Recruitment Firm will report to the AA Kenya Director General by providing regular progress updates. The first weekly update will be presented during the first two weeks of the commencement of the assignment. A detailed report will be presented to the Recruitment Committee at the end of the selection process, including a detailed evaluation report on each candidate.

### **Advertisement**

AA Kenya will facilitate the advertisement of the positions in suitable platforms and other Popular job hunting websites at its own cost.

### **Expertise Required**

The recruitment firm to be selected should have extensive experience in executive search and selection assignments, with the ability to attract candidates globally. It should have a proven track record of working with international development organisations and placement of the heads of or

Senior management teams for such institutions in Africa.

The recruitment firm will have an experienced team with a specified team leader for this assignment. The team leader will need to have a minimum of 15 years' experience in executive search and selection, 8 years' experience in HR related work and should have a degree in any related field. The firm may also propose one Supporting Consultant with 6 years' experience in similar assignments, and who must have a degree in any relevant field.

Send your responses to [javanmwiti@aakenya.co.ke](mailto:javanmwiti@aakenya.co.ke) Closing date is 7<sup>th</sup> April 2017.