



Position Name:
Resourcing & Recruitment Coordinator
(Consultant)

Who we are:

MSA is a socially-driven global consulting firm. We provide innovative solutions for the private sector, government and civil society to improve, measure, and communicate the economic and social impacts of their investments. We believe market dynamics have a strong impact on how people live their lives. Our vision is to improve economic systems in order to reduce poverty. We recognize complexity and as such, use a systems approach to design solutions that work within dynamic environments. We work collaboratively with our clients, serving as brokers of creativity to help catalyze systemic change.

We take a bespoke approach to every engagement, developing tailored services for clients around action research, monitoring, strategic advisory, evaluation and thought leadership across five topic areas: market systems development, jobs and trade, economic empowerment, financial inclusion and impact investing. Since 2009 we have worked with a wide variety of clients and partners in dozens of countries across six continents.

Our work:

At MSA, our staff build results measurement systems for development programs, social enterprises and impact investors; research power dynamics and their influence on market behaviors; train client staff to think more systemically about the problems they seek to address; pitch MSA's services to new potential clients; write thought pieces; and brainstorm new

MSA 's VALUES

EXCELLENCE

We believe in what we do – it's why we're here. Our work reflects our passion.

DISRUPTION

We're here to do development differently – more empowering, more systemic, with more proof.

HUMILITY

We see self-awareness as a prerequisite to learning.

HUSTLE

Good things don't come to those who wait. We drive networking and new business the same way we drive innovation – restlessly.

COLLABORATION

We're better together, drawing on each other's viewpoints and experiences to deliver for clients. Working in teams is core to our identity.

CELEBRATION

We work hard and life gets hectic – we take time to celebrate and enjoy it. Otherwise, what's the point?

approaches to old problems. Regardless of task, our focus on disrupting the status quo demands critical engagement.

Who we want:

MSA seeks a Resourcing & Recruitment Coordinator (Consultant), who will play a crucial role in efficiently allocating resources and supporting strategic engagement management for MSA's engagements. MSA is growing – for the right person, this position offers opportunities for full-time employment based on company need.

We are looking for someone who finds fulfillment in:

- Exceptional organizational and project management skills.** Can you diligently follow every step in a process? Better yet, can you create a process? Are you great at follow up and making sure things get done when they need to? You are highly organized and can create order out of chaos. You are the type of person who puts together an Excel sheet to go to the grocery store! You naturally apply project management practices like coordinating people's efforts, tracking level of effort and establishing budgets.
- Exceptional professionalism.** You have the tact and experience to be able to navigate relationships within and outside MSA, oversee confidential information, and use discretion in how and what you communicate.
- Multi-tasking machine.** You will be supporting a range of functional areas. You must be able to effectively shift between these areas and deliver results in each one without becoming overwhelmed.
- Solution orientation.** You have a positively, solution-oriented mindset that is fully focused on finding how to make things work. You also document in enough detail that others understand and implement your solutions.
- Completing high quality work.** We believe in what we do. Our work and productivity reflect our passion. We want another team member who believes the same!
- Thriving in a fast-moving environment.** Our company is small, but growing. If you enjoy fast pace working environments and strategizing how to take a company to the next level, we are a good fit. If you are looking for a place to work with the same daily checklist and regular work, and where systems already exist for everything, this is not the position for you.

Objectives:

- Efficiently coordinate the scheduling, data input needs and allocation of estimated labor days ("level of effort") for team members and consultants across MSA's engagements.
- Coordinate recruitment launch for newly identified staffing needs.
- Collaborate with cross-functional teams to improve resource allocation strategies and communications on resourcing across the team.
- Provide regular reporting and analysis on resource utilization.

- Identify and mitigate resource and engagement risks.
- Streamline engagement management processes to enhance overall efficiency for MSA's engagements.

Key Responsibilities:

1. Resource Allocation & Management:

- Coordinate MSA's resourcing function (being MSA's "People Planner"), allocating level of effort (LOE) for full-time team members and consultants, in alignment with engagement needs and organizational priorities.
- Maintain MSA's Resource Planner, a spreadsheet that captures cross-functional resourcing needs.
- Coordinate monthly resourcing meetings with MSA's Leadership Team, ensuring the Resource Planner is up to date with the most recent information based on inputs from Functional Team Leads, Finance Team and Growth Team.
- Prior to monthly resourcing meeting, clean-up and share MSA's Resource Planner with MSA's Leadership Team, along with agenda and key decision points for discussion.
- Following monthly resourcing meeting, share updated resourcing tool and flag issues, proposed solutions and outstanding decision points and summary of changes. Send email to MSA HQ circulation list summarizing the decisions taken on resourcing, sharing the updated spreadsheet for the following month.
- Collaborate with Functional Team Leads to assess and track resource requirements for existing engagements.
- Work closely with Finance team to ensure that projected LOE matches engagement budgets.
- Work closely with Growth team to track newly secured or potential work and corresponding resource needs.
- Implement resource optimization strategies to prevent resource overallocation or underutilization.

2. Recruitment Launch Support

- Following monthly resourcing meeting, coordinate next steps for launching new recruitments based on identified staffing needs. This includes, but is not limited to:
 1. Supporting the development of the new position's TOR, salary range, and engagement portfolio (if applicable), coordinating necessary inputs from relevant functional team(s).
 2. Coordinating approval process, including completion of new hire request form.

- Once approved, work closely with HR & Recruitment team to share all information and data points required to launch new recruitment.

3. Documentation and Reporting:

- Maintain accurate records of resource allocation, engagement management plans, and progress reporting.
- Generate regular reports on resource utilization and key performance indicators (KPIs).
- Present findings and recommendations to MSA Leadership.
- Provide ad hoc contractual compliance support as needed.

4. Risk Management:

- Identify potential risks related to resource allocation and engagement management.

1. Admin Support:

- **Support the growth and operations team on ad-hoc administrative support as required.**

Requirements:

- A bachelor's degree in project management, business administration, or a related field.
- Proven experience in project management, resource allocation, recruitment, or related roles.
- Experience and interest in international development sector, particularly USAID-funded programs.
- Strong organizational and analytical skills.
- Excellent communication and interpersonal abilities.
- Proficiency in project management software and tools, particularly Excel.
- Knowledge of best practices in project management and resource allocation.

Other information:

- **Start Date:** This position is expected to start in October 2023.
- **Reporting:** The Resourcing & Recruitment Coordinator will be supported by MSA's Senior Operations Manager.
- **Working Hours:** This position will require up to 20 hours per week.
- **Location:** This position requires being at the MSA office in Denver, Colorado
- **Compensation:** This is an hourly position. The anticipated hourly rate range is \$20-\$30 per hour, for up to 20 hours per week.

Application Details:

Applications will be accepted on a rolling basis. To apply, please click on the Job Application Link - <https://marketshareassociates.bamboohr.com/careers/32> Applications will be accepted until the position is filled.