Last updated: November 2026

Talent Acquisition Manager

Impact statement

Reporting to the Director, Human Resources, the Talent Acquisition Manager is responsible for the delivery and oversight of the full-cycle recruitment function for MSF Canada HQ, leading the attraction, assessment, selection and hiring of talent across the organization. As the primary advisor and functional lead for recruitment, the role partners closely with hiring managers to deliver effective, efficient, equitable and high-quality recruitment processes while ensuring a positive experience for candidates and internal stakeholders throughout the hiring lifecycle. The Talent Acquisition Manager also serves as the organization's subject matter expert in workforce attraction, strategic talent sourcing, candidate assessment, recruitment technology, employment branding, and talent acquisition best practices. Working in close partnership with leaders across the organization, the role develops and implements innovative approaches to attract exceptional talent in support of MSF Canada's humanitarian mission. In addition to leading recruitment delivery, the Talent Acquisition Manager provides strategic leadership for the continuous improvement of talent acquisition systems, processes, tools, practices and analytics. The role is accountable for building and sustaining an effective, equitable and data-informed talent acquisition function that meets MSF Canada's current and future recruitment needs.

Key Responsibilities

Recruitment Leadership and Delivery

- Independently lead and personally deliver full-cycle recruitment across MSF Canada HQ, ensuring effective recruitment delivery and a high standard of service to hiring managers and candidates.
- Partner with hiring managers to define role requirements, recruitment approach and timelines, providing expert guidance and constructively challenging assumptions where needed.
- Develop and execute sourcing strategies suited to the complexity of each search and relevant labour market, including direct sourcing, market mapping, networking and headhunting where required.
- Assess when external search support is required, recommend its use and manage approved assignments and relationships with external recruitment firms.
- Manage a fast-paced recruitment cycle while delivering excellent internal client service and owning both the hiring manager and candidate experience through proactive communication, preparation, clear timelines and consistent follow-through.

Talent Acquisition Strategy and Workforce Planning

- Look ahead to anticipated recruitment needs and labour market conditions, providing talent acquisition expertise to support workforce planning and recruitment readiness.
- Partner with HR and organizational leaders to anticipate recruitment needs and identify appropriate recruitment responses.
- Monitor labour market trends, talent availability and emerging recruitment practices and technologies, recommending approaches appropriate to MSF Canada.
- Develop proactive sourcing approaches and talent pipelines for recurring, critical and hard-to-fill roles.

Candidate Assessment and Selection

- Lead the design and application of structured, equitable and evidence-based approaches to candidate assessment and selection.
- Develop selection criteria, interview frameworks and assessment tools appropriate to different roles and levels.
- Guide hiring managers in evaluating candidates and making sound, objective and equitable selection decisions.
- Manage final selection activities, including offers and negotiations, reference and background checks, and hand-off to HR Shared Services for implementation.

Talent Attraction and Employer Branding

- Strengthen MSF Canada's ability to attract diverse, qualified and mission-aligned talent through targeted attraction and employer branding approaches.
- Partner with Communications and other internal stakeholders on recruitment marketing, employer branding and talent attraction initiatives.
- Build longer-term relationships with professional associations, educational institutions and community organizations that strengthen MSF Canada's reach into relevant talent communities.
- Represent MSF Canada at selected recruitment events, career fairs and networking opportunities aligned with recruitment priorities.

Talent Acquisition Function Leadership and Optimization

- Identify gaps and lead improvements to recruitment processes, systems and tools, applying talent acquisition best practices to the MSF Canada context.
- Develop and maintain recruitment policies, procedures, guides and templates that support consistent and effective recruitment practices.
- Develop recommendations and implementation plans for significant changes to recruitment policies, systems, tools or practices, and seek management approval where required.
- Serve as functional owner of MSF Canada's Applicant Tracking System (ATS), overseeing day-to-day use and driving improvements to functionality, workflows, adoption, reporting and user experience.
- Develop and use recruitment metrics, dashboards and reporting to monitor performance, support decision-making and identify opportunities for improvement.
- Build recruitment capability across the organization through practical guidance, coaching and training for hiring managers on recruitment, interviewing, candidate assessment, tools and processes.
- Contribute talent acquisition expertise to broader HR initiatives and organizational priorities.
- Coordinate or supervise talent acquisition support including the talent acquisition partner role, contractors and other designated TA resources as required.

Equity, Diversity, Inclusion and Compliance

- Champion and ensure equitable, accessible, and inclusive hiring practices throughout the organization.
- Ensure recruitment processes comply with applicable employment legislation and human rights requirements.
- Monitor recruitment outcomes and recommend actions that support equitable hiring objectives.
- Provide coaching and education to hiring managers regarding equitable recruitment practices.
- Maintain knowledge of emerging legislative requirements, accessibility standards, and recruitment best practices across applicable jurisdictions.
- Ensure compliance with employment legislation in Ontario, Quebec, and other applicable jurisdictions.

Job-Specific Competencies

- **Talent acquisition functional leadership:** Develops talent acquisition strategies aligned with organizational priorities and future workforce requirements, leads continuous improvement, and promotes effective recruitment practices across the organization.
- **Consultative partnership and influence:** Builds trusted relationships across the organization, providing expert talent acquisition advice, constructively challenging where needed, and influencing sound hiring decisions and practices.
- **Talent assessment:** Designs and applies structured, evidence-based assessment approaches appropriate to different roles and levels.
- **Recruitment technology and analytics:** Leverages recruitment technologies, systems, data, and analytics to to improve workflows, reporting and recruitment practices.
- **Labour market and sourcing expertise:** Maintains in-depth knowledge of Canadian labour market trends, talent availability, and recruitment best practices to inform strategy and decision-making.
- **TA process improvement and change management:** Identifies and prioritizes improvement opportunities based on TA best practices and organizational readiness and manages effective implementation and adoption of new processes, systems and ways of working.

MSF Transversal Core Competencies

- **Commitment to MSF's principles** - *Proficiency Level 2:* Demonstrates commitment to and promotes MSF's principles, values, and humanitarian mission while supporting organizational objectives and priorities.
- **Cross-cultural awareness** - *Proficiency Level 4:* Champions equity, diversity, inclusion, and belonging by integrating these principles into policies, practices, decision-making, and organizational relationships.
- **Initiative and innovation** - *Proficiency Level 4:* Anticipates emerging needs, develops innovative approaches, and leads implementation of sustainable solutions.
- **Service orientation** - *Proficiency Level 4:* Builds strong partnerships, anticipates organizational needs, and delivers proactive solutions that create value for stakeholders.
- **Results and quality orientation** - *Proficiency Level 4:* Establishes high standards of performance and accountability while driving continuous improvement.
- **Behavioural flexibility** - *Proficiency Level 4:* Adapts leadership style, communication approaches, and priorities to effectively navigate complex and evolving environments.

Knowledge and Experience

- Significant experience as a talent acquisition specialist, with the expertise to independently manage full-cycle recruitment across a range of management and specialized roles.
- Demonstrated experience improving talent acquisition processes, systems and tools, including implementing and supporting the adoption of changes.
- Strong expertise in sourcing and direct search, candidate assessment and selection as well as equitable & accessible recruitment practices.
- Current knowledge of Canadian labour markets, sourcing approaches and talent acquisition best practices.
- Experience using applicant tracking systems, recruitment technology and data to manage and improve the recruitment function.
- Demonstrated ability to advise and influence leaders and hiring managers, manage complex recruitment matters and work effectively across multiple stakeholders.
- Sound knowledge of applicable employment, human rights and accessibility requirements.
- Experience leading recruitment projects, coordinating staff, contractors or service providers as well as working in a nonprofit or mission-driven environment are considered an asset.

Education, Certifications and Languages

- University Degree or College Diploma in Human Resources, Business Administration, Industrial Relations, Organizational Psychology, or a related field, or an equivalent combination of education and experience.
- Fluency in English and French (written and spoken) is required.
- Advanced knowledge of talent acquisition methodologies, candidate assessment techniques and recruitment technologies.
- Strong digital proficiency, including Microsoft 365 and applicant tracking systems, with the ability to effectively adopt and adapt to recruitment technologies and tools.
- CHRP, CHRL, CPHR, RPR (Registered Professional Recruiter), SHPRi or equivalent professional designation is considered a strong asset.

Working Conditions

- Work is generally carried out during regular business hours, Monday to Friday (core business hours are 10:00am to 3:00pm).
- Flexible work hours and hybrid work model (40% in-office requirement).
- Frequent interaction with people leaders, employees, candidates and external partners, both virtually and in person.
- Occasional flexibility outside regular business hours may be required for candidate interviews, recruitment events or networking activities.
- Up to 10% domestic travel between MSF Canada offices.
- Open concept office environment with shared workspaces and desk booking options.

Job Information

Position Level: Manager
Department: Human Resources
Reports To: Director, Human Resources
Position Status: Permanent
Activity Rate: 100% (37.5 hours per week)
Location: Toronto or Montreal
Salary Grade: Level 16 on the MSF Canada Salary Grid, starting salary $ 87,850 CAD
Direct Reports: 1 direct report: Talent Acquisition Partner
Status: Must be legally authorized to work in Canada; MSF Canada is not able to support or relocate candidate from outside Canada.
Benefits: Starting 4 weeks' vacation/year, annual Health Spending Account, annual Lifestyle Spending Account, group insurance (Life, Dependent Life, AD&D, prescription drugs, accidental dental, hospital care, etc.), 5% RRSP contributions (no employee contribution required), annual professional development budget, Employee and Family Assistance Program (EFAP), l , and a positive and innovative office culture grounded in our core values of humanity, integrity, and results.

Additional Information

MSF Canada is a people-focused humanitarian organization that is proud to offer a diverse, collaborative, and inclusive work environment. We strongly believe this approach enhances our work and we're committed to equity in employment. The organization seeks to attract and engage the best professionals to join and maintain meaningful, productive, and lasting work relationships. We embrace diverse motivations and backgrounds of people working together to exhibit their passion in action for the social mission of MSF.

MSF Canada acknowledges the existence of systemic racism and oppression and is committed to sustaining and strengthening its anti-racism and anti-oppression (AOAR) efforts. As MSF Canada continues to grow and strive to remove barriers in its offices in Canada and in MSF work environments abroad, we welcome applications from individuals with unique experiences of intersectional oppression on the basis of their social markers such as their ethno-racial identity, age, gender identity, education, socio-economic status or place of origin. We encourage Black,

Indigenous, People of Colour, LGBTQIA2S+ people, individuals living with disabilities and any individual deserving equity to apply.

In line with MSF's December 2021 pledge to reduce our carbon emissions by 50% by 2030, compared to our 2019 baseline, we encourage everyone to embrace and embed sustainable and climate-friendly practices. Applying a climate and planetary health lens will help us improve our operational impact. Facing climate change and environmental degradation through our operational activities by focusing on mitigation and adaptation will decrease our dependency on fossil fuels, reduce our ecological footprint and help protect human health. Everyone, at all levels, with all skill sets is needed to address the global threat of climate change.