

I. Post Information

Post Title : Human Resource & Development Officer
 Supervisor : Human Resources Manager

II. Organizational Context

Under the guidance and supervision of the HR Manager and Operations Director, the HR & Development Officer provides HR services in ensuring high quality, accuracy and consistency of work. The HR & Development Officer promotes a client-oriented and consistent with rules and regulations approach in the Unit and the Organization.

The HR & Development Officer works in close collaboration with the Operations, Projects and other units to exchange information and ensure consistent service delivery.

III. Functions / Key Results Expected

Summary of Key Functions

1. Assist the HR unit, this is include and not limited to other tasks as required by the supervisor.
2. Assist in Training and development processes
3. Implementing day to day HRIS and HR administration matters;
4. Overseeing compensation and benefits of the employee, including effective and accurate action on Payroll, insurances, BPJS TK & Health;
5. Assist in Recruitment and selection processes

1. Ensures full **support to the implementation of HR’s plan** focusing on achievement of the following results:

- Full compliance of HR processes and records with the KEMITRAAN rules, regulations, policies and strategies including transparencies in implementing the administration of HR policies following the state labor laws as the guidance.
- Promote transparency in the implementation and administration of HR policy, procedures and guidelines on all HR related matters applicable to the staff in compliance with the KEMITRAAN rules, regulation, policies and strategies and labor laws.
- Provide information on HR policies and procedures.

2. Provide assistance on training and development for staff focusing on:

- Enhancing staff’s performance and capacity by identifying their needs of training, especially specific training needs such as theory of change, report writing etc.
- Provide administrative support such as preparing the training proposals, collate and evaluate training provider, administering the implementation of the training, etc.

3. **Assist the HR unit** focusing on achievement of the following results:
- Reviewing the contractual status of all staff and sent reminder to Managers of Unit on contract expiry.
 - Prepare contracts for staff and consultant in consultation with the HR Manager.
 - Managing and maintaining contracts, personnel files and other employee information.
 - Develop and monitor employment contracts to ensure that they remain compliant with the relevant employment agreement.
 - Assistance to performance management and administration including reminder of deadline, collection and filing performance evaluation record/documents.
 - Maintain appropriate records and ensure confidentiality regarding personnel activities and personnel data including employment documentation, evaluations, exit interviews and other relevant information.

4. Implementing the HRIS and other administrative system with the following result :
- Create, update and maintain electronic data on the HRIS.
 - Update and maintain staff data information, benefits and entitlements including performance rating, rewards or punishment.
 - Terminate staff status and or abolish positions on the system as per approval by relevant authorized officer.
 - Contact and update information on staff's regarding their memberships with BPJS TK and Kesehatan;
 - Update and maintain staff's membership with insurance provider;
 - Update WLK (Wajib Laporkan Ketenagakerjaan) on Manpower Ministry website
 - Prepare and generate reports as required by supervisor and/or management
 - Liaise with HRIS programmer for problem solving and system performance improvement.

5. Overseeing compensation and benefits of the employee including **effective and accurate action on Payroll** focusing on achievement of the following results:
- Review and prepare consultant's payment;
 - Prepare payroll including tax calculation for all Employees and provide monitoring payment for consultant.
 - Calculate THR allowance and other allowances owed to employee accordingly
 - Make sure staff receives payment statements
 - Report on payroll expenses
 - Enter new employees' data (e.g. bank accounts and tax identification numbers) into internal databases
 - Answer questions about compensation, benefits, taxes and insurance deductions

6. Assist with **recruitment and selection processes** :
- Posting ads, screening, interview processes and interview report, collect personal data and supporting documents from the candidate.
 - Offer a position to the selected candidate and negotiate when and if needed
 - Provide information to the user when the recruitment processes is done/ends
 - The same processes also applies to recruitment for consultants.

IV. Impact of Results

The key results have an impact on the execution of the HR services in terms of quality and accuracy of work completed. Accurate data entry and presentation of HR information and client-oriented approach enhances the KEMITRAAN capability in the HR management.

V. Competencies

Corporate Responsibility & Teamwork

- Serves and promotes the vision, mission, values and strategic goals of the KEMITRAAN
- Plans, prioritize and delivers tasks on time
- Participates effectively in a team-based, information-sharing environment, collaborating and cooperating with others

Job Knowledge & Expertise

- Executes day-to-day tasks systematically & efficiently
- Uses Information Technology effectively as a tool and resource
- Is motivated & demonstrates a capacity to pursue personal development & learn

People Skills

- Sets clear performance goals and standards; executes responsibilities accordingly; client-oriented base.
- Contributes creative, practical ideas and approaches to deal with challenging situations
- Strives for quality client-centered services (internal/external)

Partnering & Networking

Seeks and applies knowledge, information, and best practices from within and outside the organization

Results-Orientation

Plans and produces quality results to meet established goals.

Communication

Demonstrates effective written and oral communication skills

VI. Recruitment Qualifications

Education:	University Degree in Administration, Management, Social Sciences, or other related field.
Experience:	<ol style="list-style-type: none">1. Minimum 2 year-experience is required at national or international level organization with more or less the same tasks.2. Familiarity with training management/issues is an advantage.3. Experience in the usage of computers and office software packages (MS Word, Excel, Power-point)4. Experience in handling of web based management system; experience with HR system would be desirable.5. Meticulous with numbers and conscientious in handling confidential information.

	6. Understanding legal aspect of employment, having background and knowledge of HR is an advantage.
Language Requirements:	Fluency in English and Bahasa Indonesia.