

Job Description

Job Title	Human Resources / Admin Officer		
Directorate or Region	East Asia	Department/Country	Indonesia
Location of post	Jakarta	Pay Band / Grade	H
Reports to	Sr. Human Resources Manager	Duration of job	Fixed term, one year (renewable)

Purpose of job:

To assist the Sr. Human Resources Manager with professional and reliable support in the achievement of British Council Indonesia's objectives and to support the administration function of BSS.

Context and environment: (e.g. dept description, region description, organogram)

British Council employs about 2,000 people in East Asia working on its cultural relations goals in 14 markets.

British Council Indonesia is one of the key markets in East Asia and our operations are expanding rapidly to meet the growing business opportunities in Jakarta and elsewhere across the country. The operation currently has a vibrant programme of cultural activities focussing on education opportunities, the arts, and the english language. The British Council Indonesia Foundation located in Medan, North Sumatra runs as the British Council's subsidiary in June 2014..

There is a small examination services business expected to grow rapidly and we are looking into the possibility of opening an English language teaching business. We currently employ 48 staff.

Reporting to the Sr. Human Resources Manager, the job holder will be accountable for specific aspects of the human resources services . In addition to the team in Indonesia, he/she will need to work with the East Asia Regional HR team and BSS Team.

***Accountabilities, responsibilities and main duties:
(including people management and finance)***
Human Resources Data Management & Administration

- Process payroll of national staff with the supervision of Sr. HR Manager. It includes high accuracy of payroll process to be maintained in timely manner. It includes to provide staff cost budget calculation and with complete figure.
- To process staff social obligation, BPJS Ketenagakerjaan (Jamsostek) with high accuracy and be reported to government agency in timely manner.
- To process employee tax calculation and provide as to calculated gross and net salary for new and leaving staff. It includes employee tax report to government authority.

- Administer the benefits management for staff, including but not limited to medical insurance for all staff. Process insurance of national staff and UK staff, it includes to ensure that insurance registration and deletion are properly managed and claim reimbursement are process without delay.
- Administer a range of HR functions and activities. It includes the administration of Business Support Services Team.
- Facilitation Staff Activities
- Provide assistance in reporting, analysis, intelligence related to HR scope of work, in an accurate manner.
- Contribute towards the development of, HR policies which meet BC Indonesia's operational needs and which are in line with its values, in order to support the achievement of its operational goals, including learning from best practices by keeping abreast of HR practices.

This position assists the line manager in budget monitoring and will operate financial processes on the British Council's SAP system.

Professional Development

- Agree own professional and personal development plan with the line manager and review it twice a year

Key relationships: *(include internal and external)*

- BC Finance Team, Business Services Team, Marketing & Communications Team
- Vendors & suppliers
- Officers in Jamsostek and Tax
- Provincial Officers in Ministry of Manpower and Transmigration
- Consultants for salary review, HR consultants, recruiters

Other important features or requirements of the job

(e.g. travel, restrictions on employment etc)

May involve overtime when required to meet required deadline, possible travel to parts of Indonesia to assist programmes/projects, some possibilities to travel to South East / East Asian Countries for regional meetings

Please specify any passport/visa and/or nationality requirement.

Indonesian nationals only as regulated by Indonesian Manpower Law

Please indicate if any security or legal checks are required for this role.

Standard SKCK from local police

Person Specification

	Essential	Desirable	Assessment stage
Experience	<ul style="list-style-type: none"> Basic practical experience and knowledge of human resources and personnel management for example payroll, jamsostek, insurance, HR records 	<ul style="list-style-type: none"> Preferably in generalist roles 	Short listing & Interview
Skills and Knowledge	<ul style="list-style-type: none"> Good IT skills HR knowledge or skills in areas such as maintaining HR records, ng, payroll administration Good communication skills in English (IELTS level 6 or equivalent) 	<ul style="list-style-type: none"> Negotiation skills 	Short listing & Interview
Behavioural	<p>Recruitment and performance management</p> <ul style="list-style-type: none"> Making it happen (More Demanding) Being accountable (Essential) Working together (Essential) <p>Performance management only, not used in recruitment</p> <ul style="list-style-type: none"> Creating shared purpose (Essential Demanding) Connecting with others(Essential) Shaping the future (Desireable) 		Application & Interview (only the first three)
Qualifications	Completed a relevant qualification in HR or currently studying for one.	Preferably a bachelor degree in law, psychology or management	Short listing

Submitted by	Alia Tisca	Date	July 2014
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