

## **Job Vacancy**

### **Human Capital Officer**

#### **Background**

Institute for Essential Services Reform (IESR) is a Jakarta-based think tank on energy and the environment. It aims to accelerate Indonesia's low-carbon energy transition and address its impacts on the Indonesian economy and society. IESR produces data and science-based analysis for policymakers, stakeholders, and the public.

IESR is looking for a Human Capital Officer. The person in this position shall assist the Operation Manager and Executive Director in ensuring the fulfilment of human capital planning, maintaining quality and professionalism, and developing human capital to achieve the organization's vision and mission.

The person is responsible for recording, compiling, and providing services related to human resource management to ensure daily administration is accomplished as scheduled. S/he will work under Operation Manager.

IESR seeks a highly motivated, experienced, and qualified candidate to join our dynamic and growing team.

#### **The key roles and responsibilities**

- Supporting and development of human resources and human capital policy and initiatives.
- Maintain employee records (personal, performance,
- Collecting, verify and analysing staff monthly timesheet.
- Identity staff vacancies and recruitment.
- Being active involve in recruitment process, preparing job description, placing ads, and invite candidate for conducting test and interview.
- Assist the operation manager in processing and reviewing applications to evaluate applicants' qualifications or eligibility, interviewing and selecting candidates.
- Inform job applicants of their acceptance or rejection of employment.
- Provide feedback to operation manager in reviewing Human Capital SOP.
- Assist in employee performance evaluation.
- Ensure employee discipline and manage employee complaint or concern
- Develop staff development program

## Qualification

- Good organizational skills and diligent attention to detail associated with documenting activities to maintain accurate and complete employment records.
- Minimum bachelor's degree in psychology, law, or business administration.
- Minimum of a 3-year's experience in the same position.
- Having HR certificates is an advantage
- Understand Human Resource's function and its strategy.
- Detail oriented.
- Excellent time-management skills.
- Communicative and persuasive.
- Ability to manage multiple tasks and deadlines.
- Proficient in the use of Microsoft Office word processing and spreadsheet software, data entry, Internet and email, and standard office equipment
- Demonstrated initiative, tact, a high sense of responsibility, and discretion and confidentiality.
- Indonesian nationality.
- Speak and write in English (intermediate level).

Salary: IESR's rate, depends on qualifications

Starting date: November 2024

## How to apply

- Candidate to download application form from IESR website.
- Send the completed application form, together with an application letter and latest CV, recommendation letter to [hrd@iesr.or.id](mailto:hrd@iesr.or.id) before October 31<sup>th</sup>, 2024.
- Only qualified candidate will be called for test and interview.