

Job Vacancy

Position	: Head of Human Capital
Nature of Work	: Full-time (40 hrs/week)
Duty station	: Jakarta, Indonesia (hybrid mode)

Head of Human Capital: Shape the Future of Energy Transition

Institute for Essential Services Reform (IESR) is Indonesia's leading energy and climate policy think tank. We are the catalysts for narrative and policy changes across power systems, industrial decarbonization, and sustainable mobility. At IESR, our greatest asset is our people—and we are looking for a visionary **Head of Human Capital** to ensure high productivity and achievement for our people.

The Opportunity

As the Head of Human Capital, you will not just manage HR; you will build the "engine room" of the energy transition. You will report directly to the **Director of Finance and Operations** and lead the full lifecycle of our talent, ensuring that our mission-driven experts have the environment and support they need to succeed.

- **Nature of Work:** Full-time (40 hrs/week).
- **Duty Station:** Jakarta, Indonesia (Hybrid).
- **Onboarding:** February 2025.

Key Responsibilities

1. Strategic Talent Acquisition & Planning

- Lead the planning and fulfillment of workforce needs to match IESR's growing project portfolio.
- Oversee the end-to-end recruitment, selection, and onboarding of world-class policy experts and researchers.
- Build and maintain a robust **talent pool** to ensure organizational readiness for future energy transition challenges.

2. People Development & Performance Culture

- Design and implement an annual **performance appraisal system** that fosters growth and accountability.
- Develop competency-based learning initiatives to keep our team at the forefront of the industry.
- Monitor and implement the organization's **Code of Ethics and Conduct**, ensuring a professional and intercultural work environment.

3. Operational Excellence & Compliance

- Modernize and manage both physical and digital personnel documentation.
- Ensure full **regulatory compliance** regarding Indonesian labor laws, including taxes, BPJS, and industrial relations.
- Refine HR policies and oversee personnel administration, including contracts, benefits, and leave entitlements.
- Manage disciplinary actions and audit follow-ups with transparency and fairness.

Qualifications & Competencies

- We are seeking a candidate who combines technical HR expertise with the interpersonal skills needed for a high-pressure, competitive environment.
- **Education:** Bachelor's degree in psychology, law, human resources, or any related field. An advanced degree is preferred.
- **Experience:** At least **3 years** of proven experience in HR leadership or relevant fields.
- **Communication:** Fluent in both **Bahasa Indonesia and English** (verbal and written).
- **Technical Proficiency:** Advanced skills in MS Office and modern project management tools.
- **Attributes:** Exceptional time management, program planning skills, and the flexibility to travel domestically or abroad.

Why Join Us?

- **Competitive Remuneration:** Salary and benefits commensurate with your experience and qualifications.
- **Meaningful Impact:** Play a central role in driving Indonesia toward a zero-emission energy system.
- **Dynamic Environment:** Work at the intersection of science, policy, and strategic partnerships.

How to Apply

- Please submit your application by **January 15, 2025**.
- Download and complete the application form from the **IESR website**.
- Prepare your CV/resume (with photo) and a tailored **application letter**.
- Include a **writing sample** (publication or an 800-word article) focusing on **energy transition** or **just transition**.
- Email all documents to hrd@iesr.or.id
- Only shortlisted candidates will be contacted for further testing and interviews³.