



POSITION: Host Country Services Officer
CAMPUS/DIVISION: School-Wide/Human Resources Office
REPORTS TO: Host Country Services Coordinator
JOB OPENING: 23 May to 10 June 2022

PURPOSE:

Under the supervision of the Host Country Services Coordinator, the Host Country Services Officer will support all the Host Country employment processes, including, but not limited to the recruitment process, professional development, industrial relation related, and employee administration.

QUALIFICATIONS AND EXPERIENCES

1. Minimum a bachelor's degree in Management, Psychology, or Law from an accredited institution
2. Minimum three to five years of experience in the Human Resources department, solid experience in Recruitment, Selection, Training, and Development. Strong exposure to Industrial relations is advantageous.
3. Good and updated knowledge of Labor Law and other applicable regulations in Indonesia
4. Able to communicate effectively with all levels, both in English and Indonesian
5. Experience using Microsoft Office (Word, Excel, and PowerPoint) and Google Application
6. Able to establish and maintain effective working relations with people of different national and cultural backgrounds with sensitivity and respect
7. Able to treat sensitive issues in a confidential manner
8. Know how to set priorities and assignments, be detail-oriented, and have a high level of initiatives
9. Strong ability in analytical thinking and ability to work under pressure.
10. A clear commitment to Child Protection, safety, service learning, and environmental stewardship

DUTIES AND RESPONSIBILITIES

1. Handle the recruitment and selection processes in hiring the best possible candidates for all Host Country Staff and Host Country Substitutes, including:
 - o advertising job openings,
 - o selecting and filtering applications for considerations
 - o setting up interviews,
 - o conducting reference checks, pre-employment medical check-ups, and background check process with the 3rd party
 - o Coordinating with relevant departments about the incoming staff and sending incoming employee notifications to all appropriate department
2. Develop and/or Support contract issuance for all new hires, long-term substitutes, and contract extensions when required
3. Prepare the induction program for new Host Country Staff
4. Maintain and keep all records of Host Country Employees in HRIS, including inputting the new, departing, or retiring Host Country Staff and updating all status changes in HRIS.



5. Support all training events (for in-house training) and handle all administration for external training, including payment, accommodation, transportation, etc.
6. Ensure all exit processes of the departing employee are done correctly and smoothly
7. Handle all Host Country HR-related invoices
8. Handle all Host Country Substitute processes, including:
 - Reviews HC substitute candidates' resume
 - Inputs the HC substitute data to HRIS
 - Maintains Substitute database and files
 - Contacts substitute when JIS needs a substitute
 - Issues a payment memorandum for internal substitute
9. Prepare annual employment report to the Indonesian Government as regulated in UU No 7/81
10. Maintain JISNet – HR Website for Host Country Employee to ensure that all current documents are posted.
11. Respond to written and verbal inquiries from internal and external sources regarding Host Country Employee
12. Conduct Drugs Test for Host Country Employee as per accreditation requirement
13. Provide Host Country Employment Data as requested by HR Director, Host Country Services Coordinator, and/or other departments
14. Provide relevant employee documents and forms for NUPTK, Dapodik, and Accreditation Process
15. Involve and participate in Collective Labor Agreement internal discussion
16. Embrace the JIS Learning Dispositions of Resilience, Resourcefulness, Relating, and Reflecting
17. Performs other related duties and assumes other responsibilities as assigned to the HR Director and Host Country Services Coordinator, including and not limited to other projects when deemed necessary.

TO APPLY

Interested qualified candidate, please send your cover letter, resume, and 3-5 list of professional references to recruitment@jisedu.or.id.