



**POSITION:** Administrative Assistant  
**CAMPUS/DIVISION:** School-Wide/Risk Management  
**REPORTS TO:** Risk Management Advisor  
**JOB OPENING:** 14 July – 03 August 2022

**PURPOSE:**

Under the supervision of the Risk Management Advisor, the Administrative Assistant will administrate, maintain, and coordinate all Risk Management Office (RMO) back-office functions including the third-party contract management, budget monitoring/expenditure/control, and the RMO Document Management System. The Administrative Assistant will also support the entire RMO activities, providing administrative coordination in support of safety, security, and risk management functions and operations.

**QUALIFICATIONS AND EXPERIENCES**

1. Minimum a bachelor's degree from an accredited institution
2. Previous experience for a minimum of 5 years in an office administrative role in a multi-cultural international organization
3. Demonstrated ability to communicate effectively in English and Indonesian
4. Highly developed organizational ability, initiative, and motivational skills
5. Demonstrated experience using Microsoft Office (Word, Excel, and PowerPoint) and Google Application (Google Drive, Google Sheet, Google Email)
6. Knowledge of Modern Office Practices and Procedures, including filing systems and telephone techniques, letter and report writing, and office machines
7. Ability to establish and maintain effective working relations with people of different national and cultural backgrounds with sensitivity and respect
8. Ability to work independently and collaboratively with the team to achieve common objectives teams and liaise with other departments
9. Detail-oriented and has a high level of initiatives
10. Proven ability to have strong public relations and customer service skills and ability to communicate at all levels including students, parents, staff, and faculty.
11. Strong ability in analytical thinking and ability to work under pressure.
12. Ability to treat sensitive issues in a confidential manner
13. Measurable history of organizational ability and skills in performing multiple tasks simultaneously with minimum supervision
14. Self-motivated, analytical, and with problem-solving skills.
15. Patient, calm, compassionate, and resilient.
16. A clear commitment to Child Protection, safety, service learning, and environmental stewardship



## **DUTIES AND RESPONSIBILITIES**

1. Manages and administrates the RMO Document Management System, acting as document controller, by:
  - Maintaining the RMO Master document register.
  - Issuing RMO document numbers following the document control system.
  - Issues RMO documents to key stakeholders for review, updates, approval and use.
  - Managing and maintaining the RMO Google Drive Document System, in line with the RMO risk management systems and models. Controlling access, availability and authorities.
2. Administrates the JIS Emergency and Crisis Management Team and Crisis Room.
  - Monitors, updates and distributes the Emergency and Crisis Management Team organization and contact details.
  - Maintains, updates, and coordinates the JIS Emergency and Crisis Management Team Calendar for training, drills, exercises, and awareness.
  - Coordinates the production of JIS Emergency and Crisis Management procedure card aid memoirs.
  - Supports the Risk Management Advisor in the maintenance and testing of the JIS Crisis Room and equipment.
  - Manages, maintains, and coordinates the JIS Emergency Satellite Phones.
3. Manages and administrates all RMO third-party and government agency contracts, memorandums of understanding, agreements, and life support.
  - Monitors all RMO contract invoices, renewal, and performance key dates and milestones.
  - Monitors and coordinates all contractor scopes of work, memorandums of understanding, and agreements within the RMO document management system.
  - Receives and processes all RMO contractor invoices and requests timekeeping and service delivery confirmations from the relevant RMO function.
  - Maintains minutes of meeting for all Kick-off Meetings, monthly, quarterly, and annual management meetings, and performance reviews.
4. Monitors and administrates RMO finances, supporting the Risk Management Advisor's budget management and cost control function.
  - Receives, reviews, and processes contractor invoices with the support of the safety and security functions of service delivery confirmation processes.
  - Submits verified invoices for process through the Oracle application or using manual written forms.
  - Coordinates cash payments through the JIS cashier to issue and record all police and government agency payments.
  - Monitors and coordinates police and contractor meal allowances, and life support delivery.
  - Coordinates the RMO petty cash and department budget, functions, equipment, uniform, and stationary.



5. Maintains strict confidentiality of all JIS RMO administration and operations.
6. Embraces the JIS Learning Dispositions of Resilience, Resourcefulness, Relating, and Reflecting
7. Performs other related duties and assumes other responsibilities as assigned the Risk Management Advisor, 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](mailto:recruitment@jisedu.or.id).