

POSITION: **Head of Human Resources**

REPORTS TO: **Deputy Head of School**

We reserve the right to end the recruitment process once a suitable candidate is found.

PURPOSE

Under the supervision of the Deputy Head of School, the Head of Human Resources leads and directs the Human Resources (HR) team to enable them to deliver a comprehensive, high-performance HR service to the School that emphasizes the quality and productivity of employees. This position guides and manages the overall provision of HR policies and programs for the School. The Head of HR manages complex employee relations in terms of disciplinary, grievance, absence, sickness, and other HR issues. The position also manages RPTKA (expatriate employment plan), visa processes, and other relevant legal documents for expatriate faculty and administrators, as well as students.

QUALIFICATIONS, EXPERIENCES, and ATTRIBUTES

1. Indonesian citizen.
2. Bachelor's Degree in human resources or business or management or psychology preferred.
3. Minimum 10 years of proven experience in human resources management.
4. Ability to communicate effectively in English and Indonesian, and translate between the two with ease.
5. Effective communication and interpersonal skills.
6. Demonstrated cultural sensitivity.
7. Has a calm demeanor and stress tolerance.
8. Trustworthy.
9. Problem-solving skills.
10. Ability to work independently without immediate and constant supervision
11. Proven ability to set priorities and schedule duties and assignments, and detail-oriented.
12. Proven ability to perform duties with speed and accuracy.
13. A clear commitment to Child Protection, safety, service learning, and environmental stewardship.

DUTIES and RESPONSIBILITIES

1. Managing the expatriate employees' recruitment and supervising the Host Country (HC) recruitment and personnel management processes.
2. Reviewing, updating, and recommending changes in the Collective Labor Agreement for HC Staff and the Expatriate Personnel Policy Regulations for Faculty.
3. Adopting and implementing the approved Collective Labor Agreement and Expatriate Personnel Policy Regulations and socializing them to employees.
4. Maintaining regular communications with employees in order to ensure the understanding and relationship between employees and the need of the School.
5. Supervising HC Staff induction and handling orientation program for new faculty in collaboration with the orientation coordinator.
6. Handling departing faculty exit process in collaboration with divisional counselors.
7. Ensuring appropriate preparation and coordination at the end of the probationary period or contract of HC Staff.
8. Recommending, administering, and periodically reviewing employee benefits, programs, and services.

9. Creating, implementing, and maintaining a climate of sound employee relations through the proper application of two-way communication. Providing counseling to employees in regard to disciplinary, grievance, absence, sickness, and other HR issues.
10. Supervising and evaluating performance appraisal of HC Staff and HC Faculty.
11. Ensuring job grading of HC Staff is done appropriately and fairly in accordance with the appropriate job descriptions.
12. Overseeing effective training and professional development system.
13. Ensuring employee confidence and protecting operations by keeping HR information confidential.
14. Advising management in regard to exceptions, violations, disciplinary issues, and performance-related matters. Recommending appropriate resolution of employee relations issues.
15. Conduct exit interviews to determine and analyze the reasons behind separations.
16. Communicating and maintaining good relationships with Indonesian government offices, particularly with the Ministry of Manpower and Transmigration, Ministry of Education and Culture, and Immigration.
17. Consulting legal counsel to ensure that policies comply with government laws and regulations.
18. Managing, reviewing, and planning RPTKA, visa processes, and other relevant legal documents for expatriate faculty and administrators to ensure that the School can continue to be able to recruit expatriate staff as needed.
19. Supervising contract issuance, both initial and renewal, benefits and stipends for continuing faculty and administrators, as well as benefits for leaving and retiring faculty and administrators.
20. Supervising and advising the housing processes of faculty in terms of leases with landlords, housing issues and repairs, housing maintenance, housing assets, and storage, etc.
21. Managing 46 HR-related budget accounts.
22. Assisting the translation of key documents to and from Bahasa Indonesia as required
23. Coaching, evaluating, and setting up goals and objectives of subordinates.
24. Embracing the JIS Learning Dispositions of Resilience, Resourcefulness, Relating, and Reflecting.
25. Performing other related duties and assuming other responsibilities as assigned by the Deputy Head of School, including and not limited to other projects when deemed necessary.

TO APPLY:

Interested candidates should submit the following materials as separate PDF attachments in one email to leadershipapplicant@jisedu.or.id.

- Cover letter expressing interest in the Head of Human Resources position
- Current resume
- List of five references with name, phone number, and email address of each (references will not be contacted without the candidate's permission)