

POSITION: Housing Manager  
REPORTS TO: Head of Human Resources  
CAMPUS: School Wide/Human Resources Office

### PURPOSE

The Housing Manager plays a critical leadership role at Jakarta Intercultural School, overseeing all aspects of housing for expatriate faculty. This position ensures the optimal management of both owned and leased properties, maintaining high standards of comfort and safety, and aligning housing operations with the school's strategic goals. The Housing Manager leads the Housing Team, driving initiatives that enhance living conditions and streamline housing processes.

### QUALIFICATIONS, EXPERIENCES & ATTRIBUTES

- Bachelor's Degree in Business Administration, Real Estate, Facilities Management, or a related field; a Master's Degree is advantageous.
- Minimum of 5 years of experience in property management, facilities management, or a related field, with at least 2 years in a managerial capacity.
- Demonstrated fluency in English and Bahasa Indonesia.
- Strong leadership and team management skills.
- Excellent interpersonal, negotiation, and communication skills.
- Proficiency in property management systems and standard office software.
- In-depth knowledge of local real estate laws and property maintenance.
- Ability to manage multiple priorities in a fast-paced environment.
- Proficiency in dealing with sensitive issues confidentially, displaying a high level of discretion and ethics.
- A clear commitment to ensuring the safety, well-being, and satisfaction of school-housed faculty.

### DUTIES AND RESPONSIBILITIES

#### Operational Excellence

- Ensure seamless day-to-day operations of the Housing Office, enhancing procedures and using technology to improve service delivery.
- Address and resolve complex housing issues, providing expert guidance and support to expatriate faculty regarding their housing needs.

#### Strategic Property Management

- Develop and implement comprehensive housing strategies that align with the school's mission and operational needs.
- Oversee the acquisition, maintenance, and disposition of properties, ensuring all housing facilities meet the school's standards for quality and safety.

#### Team Leadership and Supervision

- Directly supervise the Housing Team, ensuring effective team coordination and professional development.
- Set clear team goals and benchmarks, evaluate performance, and provide feedback and coaching to enhance capabilities and achieve high performance.

#### Financial Oversight and Budget Management

- Manage the housing budget, including planning, allocation, and expense monitoring to ensure financial efficiency.
- Oversee financial transactions related to housing, including lease payments, maintenance costs, and contractor fees.

**Lease and Contract Administration**

- Negotiate lease terms, manage contract renewals, and handle all aspects of lease administration to ensure compliance with legal and school standards.
- Inspect properties prior to occupancy and upon exit to assess conditions and ensure compliance with lease terms.

**Stakeholder Engagement and Communication**

- Build and maintain strong relationships with landlords, real estate agents, contractors, and other service providers.
- Act as the primary liaison between the school and external parties on matters related to expatriate housing.
- Establish and maintain ongoing communication with faculty to understand their housing needs and concerns, ensuring they are addressed promptly and effectively.
- Foster an environment of trust and responsiveness to enhance faculty satisfaction and well-being.

**Compliance and Reporting**

- Ensure all housing practices comply with local laws and regulations.
- Prepare reports on housing status, issues, and outcomes for senior management and other stakeholders.

**Collaboration and Integration**

- Collaborate closely with the Head of Facilities to coordinate resources effectively, particularly concerning work orders and the procurement of supplies essential for housing maintenance and operations.
- Partner with the Head of Projects on housing-related building projects, optimizing project execution and enhancing housing quality.

**Additional Responsibilities**

- Embrace the JIS Learning Dispositions of Resilience, Resourcefulness, Relating, and Reflecting.
- Stay current with industry trends to continuously improve housing operations.
- Perform other related duties as assigned by the Head of Human Resources.

**TO APPLY**

Interested candidates should apply directly by email to [recruitment@jisedu.or.id](mailto:recruitment@jisedu.or.id).

Please submit the following materials as separate PDF attachments in one email:

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

## **Safe Recruitment Statement**

At Jakarta Intercultural School (JIS), we are committed to ensuring the safety and well-being of all our students. As part of this commitment, we have implemented rigorous recruitment policies and procedures designed to safeguard our students and uphold the highest standards of child protection.

### **Our recruitment process includes:**

- Thorough verification of the identity and qualifications of all candidates.
- Obtaining and corroborating professional and character references.
- Performing comprehensive background checks in all countries of residence.
- Conducting a multi-stage interview process, including scenario-based questions to evaluate how candidates handle situations related to student safety and well-being.

### **Child Safeguarding Policy**

JIS has a robust Child Safeguarding policy that seeks to protect our students, their families, and the entire JIS community. This policy ensures that all students have the right to protection and access to confidential support systems. As part of this policy, all community members with access to students must undergo annual child safeguarding training to stay informed and vigilant in protecting our students.

By maintaining these stringent recruitment practices, JIS ensures that our educational environment remains safe, nurturing, and conducive to the well-being and development of every student.