

POSITION: Human Resources Specialist
REPORTS TO: Expatriate and Formalities Manager

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

PURPOSE

Under the supervision of the Expatriate and Formalities Manager, the Human Resources Specialist will be responsible for performing administrative tasks, support, and services to support effective and efficient day-to-day operations of HR functions and organization. This position provides additional support for expatriate members of the school community.

QUALIFICATIONS, EXPERIENCES & ATTRIBUTES

- Minimum a bachelor's degree from an accredited institution
- Minimum of five (5) years of work experience and at least three (3) in a related field
- Excellent organizational skills
- Fluency in English and Bahasa Indonesia
- Excellent communication and interpersonal skills
- Able to perform duties with speed and accuracy without immediate and constant supervision
- A high level of flexibility
- Attention to detail and handling confidential data
- Ability to establish and maintain effective working relations with people of different national and cultural backgrounds with sensitivity and respect
- Ability to treat sensitive issues in a confidential manner
- Ability to work both independently and collaboratively with teams to achieve common objectives
- Proficient with Google Suite or company software such as Oracle
- A clear commitment to Child Protection, safety, service learning, and environmental stewardship

DUTIES AND RESPONSIBILITIES

Administrative Support and Data Management

- Perform a wide range of general office functions to support expatriate employees and families involved in student visa processing.
- Handle document management, administrative tasks, filing, and data management.
- Maintain the highest level of confidentiality when dealing with sensitive information.

Documentation and Record Keeping

- Maintain a meticulous record-keeping system by consistently documenting HR-related activities, interactions, and decisions.
- Record comprehensive notes from meetings, discussions, and employee interactions to ensure detailed and accurate HR process records.

Student Visa Processing Coordination

- Lead the student visa processing workflow by managing timelines, ensuring the timely collection of necessary data, and liaising with families and sponsors.
- Act as the primary point of contact for immigration officers and consultants.
- Oversee the completion of administrative processes related to payment collection and settlement, working in close coordination with the Business Office.
- Conduct thorough reviews of all visa processing processes and resulting documentation to guarantee precision and compliance.

Visa Renewal Support

- Assist the Expatriate and Formalities Manager to facilitate the visa renewal process.
- Coordinate the efficient delivery of required documentation between the HR Office and immigration consultants.
- Manage all administrative processes related to payment collection and settlement, ensuring accuracy and compliance with company procedures.
- Organize and schedule immigration visits for returning faculty and their dependents, in close coordination with divisional leadership.

Recruitment Support

- Assist the Expatriate and Formalities Manager during the recruitment process.
- Play an integral role in the recruitment process by creating, managing, and optimizing job postings on various platforms.
- Collaborate with the Communications department to develop effective recruitment materials.
- Maintain responsibility for the payment and inventory of recruitment materials.
- Provide vital assistance in preparations for the JIS recruitment fair.

Onboarding and Contract Renewal

- Support the Expatriate and Formalities Manager during onboarding and contract renewal.
- Generate and prepare contract documents with meticulous attention to detail.
- Keep track of CPR certification and Child Safeguarding training to ensure faculty compliance.
- Assist newly hired faculty during immigration visits to ensure a smooth transition.

New Faculty Orientation

- Play a pivotal role in new faculty orientation by delivering engaging and informative presentation materials.
- Assist with the coordination of transportation and airport pick-ups for incoming faculty members.
- Create orientation materials to help new faculty acclimate to their roles and the organization.
- Provide valuable assistance to new faculty hires with the registration and setup of electronic devices.
- Collaborate seamlessly with the Orientation Team to execute a well-organized and effective orientation program.
- Take charge of the planning and organization of various aspects of new faculty orientation.

Offboarding Assistance

- Support the Expatriate and Formalities Manager during the offboarding process.
- Ensure the smooth return of all materials during the offboarding process.
- Manage the removal or transfer of physical and digital access for departing employees.
- Respond promptly and professionally to inquiries from employees who are leaving the organization.

Other Duties and Responsibilities

- Perform other related duties and assume other responsibilities as assigned by the Head of Human Resources and Expatriate and Formalities Manager.
- Embrace the JIS Learning Dispositions of Resilience, Resourcefulness, Relating, and Reflecting.

TO APPLY

Interested candidates should apply directly by email to 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.