

POSITION: Project Assistant

REPORTS TO: Head of Project

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

PURPOSE

The Project Assistant is responsible for supporting the Head of Project with all project data, including helping to make a bill of quantities, selecting materials, and monitoring all work that has been completed or is in progress

QUALIFICATIONS, EXPERIENCES and ATTRIBUTES

1. Minimum of a bachelor's degree, major in Engineering (Civil or Architecture major is preferable)
2. Minimum of five years of work experience in a construction or project environment.
3. Strong numeracy skill
4. Good computer literacy (MS Office; MS Project; CAD/BIM & Specialist Software)
5. Good in English, both verbal & written
6. Able to work in a team
7. Good interpersonal skills
8. Attention to detail and prefer to use a methodical approach at work
9. A clear commitment to Child Protection, safety, service learning, and environmental stewardship

DUTIES AND RESPONSIBILITIES

1. Forecasting the cost of different materials needed for the project
2. Preparing tender documents, contracts, budgets, bills of quantities, and other documentation.
3. Tracking all changes to the design and /or construction work and adjusting the budget projections accordingly.
4. Procuring or agreeing on the services of contractors and subcontractors who work on the project
5. Procuring materials, monitoring the procurement process until completion, and communicating the progress to the head of project
6. Monitoring and keeping all records for the work that has already been done
7. Liaising with the site managers, project managers, and site engineers.
8. Helping in selecting and sourcing the construction materials
9. Writing reports regarding all the works
10. Tracking project progress; monitoring work plan execution and writing project-related reports and other documentation and coordinating and scheduling of project meetings. Contributes towards the development and scoping of projects.
11. Helping to finish the project on schedule, managing any obstacles that may arise, enabling project managers to lead their teams and reach business objectives.
12. Assisting the project leader by communicating with all the involved parties and managing the timeline and deliverables of the projects under their control
13. Must be adept at administrative tasks including document preparation (handover documents), scheduling, and minute-taking.
14. Embracing the JIS Learning Dispositions of Resilience, Resourcefulness, Relating, and Reflecting.
15. Performing other related duties and assuming other responsibilities as assigned by the Head of Project

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 and the candidate's country of origin.
- 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.