



POSITION DESCRIPTION:

HUMAN RESOURCES MANAGER (HRM)

Position Title: Human Resources Manager
Position Classification: Manager, Step 1
Supervisor Title: Resident Director

Background

The Australian Consortium for 'In-Country' Indonesian Studies (ACICIS) is an innovative, non-profit, educational consortium that was established in 1994 to develop and coordinate high-quality, semester-long study programs at Indonesian partner universities for Australian university students. ACICIS is the longest running provider of in-country Indonesian study programs for Australian university students and the primary mechanism through which Australian students pursue study in Indonesia for academic credit. From small beginnings as a facilitator of accredited in-country Indonesian language study, ACICIS program offerings have grown to include both semester-long and six-week professional practicum programs in a wide range of disciplines including journalism, development studies, business and commerce, and international relations. The ACICIS consortium currently counts among its membership twenty-three Australian universities (including all of Australia's Group of Eight) as well as overseas centres-of-excellence in the field of Indonesian and Southeast Asian Studies such as Leiden University in the Netherlands and SOAS University of London in the UK. The consortium's national secretariat is currently hosted by The University of Western Australia in Perth.

In Indonesia ACICIS operates through a not-for-profit foundation known as *Yayasan ACICIS Studi Indonesia* (The ACICIS Foundation). The Foundation currently employs more than 20 full-time staff in Indonesia in offices located in Yogyakarta, Jakarta, Bogor and Bandung.

Reporting Structure

Reports to: ACICIS Resident Director

Current ACICIS organisational chart available [here](#).

Role Description

The Human Resources Manager (HRM) is responsible for overseeing all aspects ACICIS' human resources management in Indonesia in order to support the smooth running of ACICIS programs. These responsibilities include staff recruitment, training and development, and performance appraisal, as well as the preservation and promotion of staff welfare. The HRM works closely with the Resident Director (RD) and Deputy Resident Director (DRD) in order to identify HR priorities and to recommend staffing solutions that align with ACICIS' vision and current operational and strategic priorities. The HRM is responsible for designing and implementing HR strategies and practices that promote the cultivation of a positive team ethos and work culture among ACICIS' Indonesia-based staff, and that contribute to ACICIS' overall organisational development in Indonesia.

The position is primarily Jakarta-based but requires regular travel to other ACICIS sites in Indonesia – including Bogor, Bandung and Yogyakarta.

Please note **this position is open to Indonesian nationals (WNI) only.**

Key responsibilities

1. End-to-end workforce planning including forecasting needs, job design, and routine review of ACICIS' Indonesian staffing profile and organisational structure so as to ensure alignment with current and anticipated operational needs and strategic priorities;
2. Management of staff recruitment and selection processes including drafting and circulation of position vacancy notices, receiving and shortlisting of applications, coordination and conducting of candidate interviews, notification of successful and unsuccessful applicants, and on-boarding of new employees;
3. Administration of all staff contracts including but not limited to: drafting contracts, maintenance of a digital archive of all past and current employment agreements, and maintenance of a contract renewal schedule to ensure that staff employment contracts are negotiated and renewed in a timely manner;
4. Administration of staff leave records and coordination with RD, DRD and line managers (if necessary) for approval of leave-in-lieu requests;
5. Administration (with the assistance of the Finance and Administration Coordinator and external payroll services provider) of the ACICIS Foundation's payroll and employee benefits (insurances);
6. Management of visa and work permit application and renewal processes for all foreign employees employed by the ACICIS Foundation;
7. Routine surveying of the Indonesian labour market to ensure the ACICIS Foundation's remuneration structure is sufficiently competitive to attract and retain high quality staff across all appointment levels. Provide recommendations to ACICIS' National Reference Group regarding how best to address any identified deficiencies with the Foundation's existing remuneration structure;
8. Administration of ACICIS' performance management regime including staff on-boarding and induction, three-, and nine-month performance reviews (conducted in consultation with the RD, DRD and/or relevant line managers).
9. Routine review and refinement of ACICIS' performance management regime to ensure that best-practice systems are in place for the promotion of staff retention and career development, and – where necessary – management of succession;
10. Development, implementation and maintenance of HR policies and practices that reflect contemporary, evidence-based approaches and meet Indonesian (and, where relevant, Australian) legislative requirements;
11. Development of staff training materials and modules for deployment among all Foundation staff regarding matters of key importance to ACICIS and student welfare including but not limited to: risk management, first aid, mental health, and prevention of sexual assault and harassment. Formulation of an annual training schedule;
12. Coaching of ACICIS' Indonesia-based middle management and frontline program delivery staff (conducted either in-person or remotely) to improve performance and capability across ACICIS' Indonesian operations, and to assist staff to achieve career progression;
13. Ensuring that all training and professional development is linked to the organisational goals determined by ACICIS' senior leadership (RD, DRD, Consortium Director and National Reference Group);
14. Design and implementation of a system for modelling and budgeting the aggregate and individual workloads (and capacity) of ACICIS' Indonesia-based workforce so as to promote transparency and accountability across the organisation regarding staff members' respective portfolios and workloads;
15. Promotion and maintenance of positive staff morale and team cohesion by celebrating individual and organisational milestones and achievements, and proactively addressing matters identified as being important by ACICIS' Indonesia-based employees with respect to staff wellbeing, team dynamics, and organisational culture;

16. Design and implementation of an annual staff survey to gauge staff satisfaction and identify areas of organisational improvement;
17. Coordination of the ACICIS Foundation's annual staff retreat (in consultation with the RD and DRD) including oversight of all planning and logistics, as well as the formulation of an agenda for the retreat;
18. Collaboration with the RD and DRD to identify, develop and implement key organisational culture, staff engagement, and change initiatives;
19. Oversee Work Health and Safety matters pertaining to the ACICIS Foundation to ensure a safe and supported working environment for Foundation staff. This includes policy and protocol development, as well as injury and incident management.

Selection Criteria

ESSENTIAL

- Bachelor's degree (S1) or higher degree (*preferred*) in Human Resource Management or a related field;
- Sound knowledge of relevant Indonesian labour and employment law, legislation and regulations;
- A minimum of five years' professional experience working in a human resources management role;
- Experience in cultivating a supportive, collaborative work environment, and a proven ability to coach and develop employees;
- Demonstrated ability to critically analyse issues and develop and implement effective HR strategies and solutions that support organisational development;
- Excellent collaboration and interpersonal skills (including mediation, diplomacy, and conflict resolution) with the ability to work in partnership with senior leaders, managers and staff at all levels to implement organisational improvements;
- Excellent written communication skills and a demonstrated ability to prepare high quality written reports, policies, action plans, correspondence and other documentation as required;
- High-level proficiency in spoken and written English;
- Computer literacy and high-level proficiency using the Microsoft Office suite (Excel, Word, Outlook, PowerPoint) in a professional context.

DESIRABLE

- Familiarity with Australian labour and employment law, legislation and regulations

Special Requirements

- Willingness and availability to undertake regular travel within Indonesia in order to visit ACICIS' other offices and worksites in Bogor, Bandung, and Yogyakarta.