

JOB VACANCY

ACICIS HUMAN RESOURCES MANAGER (HRM)



A position has become available within the Jakarta office of The Australian Consortium for 'In-Country' Indonesian Studies (ACICIS) for a Human Resources Manager (HRM).

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 called *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.

Please find the position description detailed below. Interested applicants should submit a current CV and 2-3 page statement (in English) addressing the Selection Criteria below at the latest by **Friday, 7 February 2020**.

Position Description

This position would suit a candidate with a Bachelor's degree (S1) or higher degree (*preferred*) in Human Resource Management or a related field, and **a minimum five years' experience** in a similar role. The HRM reports directly to the ACICIS Resident Director (RD) in the first instance and to the Deputy Resident Director (DRD). Duties to be performed by the HRM include, but are not limited to:

- i. End-to-end workforce planning including forecasting needs, job design, and routine review of ACICIS' Indonesian staffing profile;
 - ii. Management of staff recruitment and selection processes;
 - iii. Staff contract administration;
 - iv. Staff training, development, and performance appraisal;
 - v. Staff welfare and workplace culture development;
 - vi. HR policy and systems development;
 - vii. Management of immigration requirements for international staff;
 - viii. Labour market research.
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A full version of the position description is available for download [here](#).

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

Working Hours and Remuneration

- i. The role is fulltime, 40 hours per week. Standard work hours are 9am-5pm, Monday to Friday, with a one-hour lunch break. Occasional out-of-hours work will be required.
- ii. The role will be remunerated at a competitive rate, commensurate with the applicant's skills and experience.

Selection Criteria:

Essential:

1. Bachelor's degree (S1) or higher degree (*preferred*) in Human Resource Management or a related field;
2. Sound knowledge of relevant Indonesian labour and employment law, legislation and regulations;
3. A minimum of five years' professional experience working in a human resources management role;
4. Experience in cultivating a supportive, collaborative work environment with the proven ability to lead, supervise, coach and develop employees;
5. Demonstrated ability to critically analyse issues and develop and implement effective HR strategies and solutions that support ACICIS' operational needs and strategic goals;
6. 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;
7. Excellent written communication skills and a demonstrated ability to prepare high quality written reports, policies, action plans, correspondence and other documentation as required;
8. High-level proficiency in spoken and written English and Indonesian;
9. Computer literacy and proficiency using the Microsoft Office suite (Excel, Word, Outlook, PowerPoint) in a professional context.

Desirable:

10. Familiarity with Australian labour and employment law, legislation and regulations.

How to Apply:

In preparing your statement addressing the above selection criteria, please provide examples where possible of how you meet each criterion. Please visit our website: www.acicis.edu.au to learn more about ACICIS' programs and the work we do before preparing your application.

Completed applications should be emailed to: recruitment-id@acicis.edu.au

Attn: Dr Adrian Budiman, ACICIS Resident Director

Subject Heading: ACICIS HRM Job Vacancy

Application deadline: **Friday, 7 February 2020**