ONE ASEAN
ONE RESPONSE

JOB DESCRIPTION AND QUALIFICATIONS

Job Title	: **Human Resources & Administration Officer**
Unit	: Corporate Affairs Division
Reporting to	**:** HR & Admin Manager and Director of Corporate Affairs
Supervising	: HR Assistant, Administrative Assistant and Receptionist.
Duty station	: Jakarta, Indonesia.
Contract duration	: 1 (one) year including 3 months probation period, with a possibility of contract extension
Closing submission	: Thursday, February 16th 2023 at 11:45pm Jakarta time

Broad Statement of Function

A. Assist the Human Resources and Administration Manager and the Director of Corporate Affairs in the implementation of human resources and administrative functions;
B. Carry out activities pertaining to day-to-day running of the administrative operations of the AHA Centre;
C. Assist in administering the implementation of programmes and projects implemented by the AHA Centre;
D. Carry out any other day-to-day assignments as tasked by his/her supervisor.

Primary Responsibilities

Manage and carry out the AHA Centre's activities pertaining to the administration and human resources management; and ensure a high level of professionalism in those areas.

1. **Human Resources Management Tasks:**
   - Assist in implementing strategic human resource policies that will enable the AHA Centre to effectively fulfil its mandate by recruiting the right type of staff, and deploying and developing them effectively;
   - Assist and support the Human Resources and Administration Manager and the Director of Corporate Affairs in decision-making through HR metrics;
   - Bridge the management and staff relations by addressing demands, grievances and other issues;
   - Support the Senior Management Team in nurturing a positive working environment, staff well-being and work-life balance;
   - Manage the process of issuing the letters of appointment (new letters of appointment or letters of extension) and other personnel documents in relation to staff appointment;
   - Organise and carry out induction courses for new staff as well as refresher courses for all staff;
   - Oversee and monitor the maintenance and record-keeping of the consultants', experts and interns' register and administer agreements/contracts and the documents filing of consultants' records in both hard and electronic copies;

- Ensure maintenance, accuracy, relevance and continuous updates of job descriptions within the organisation;
- Manage the insurance benefit related matters to staff and monitor the administrative process;
- Manage the leave record management system, and monitor the operationalisation of the system, including verification and accuracy of annual leave records;
- Asses, coordinate and manage training and other staff development activities for staff in line with human resource development strategy;
- Organise probationary, annual and mid-term performance evaluation exercises for all AHA Centre staff members to drive high performance;
- Manage the exit separation process, ensure the requirements are fulfilled and monitor the availability of all required documents for staff members leaving the AHA Centre.

2. **Administration Tasks:**
   - Manage the filing, storage and security of AHA Centre documents;
   - Manage the administrative requirements for the repair and maintenance of office and equipment; ~~and computer equipment;~~
   - Manage the process of getting necessary permits/licenses from the government(s) for building maintenance; utilities; official vehicles, and other equipment;
   - Manage the AHA Centre's facilities, including premises and equipment; fixed assets inventory; insurance; and office renovations where necessary;
   - Administer incoming/outgoing shipment of personal effects of staff members;
   - Monitor official travel arrangements of staff members, including reservation and issuance of air travel, hotel accommodation and appropriate daily subsistence allowances;
   - Ensure that administrative and human resources procedures follow principles of good governance while ensuring speedy delivery of services in the context of an emergency operations organisation;
   - Ensure adherence to the AHA Centre administrative rules and procedures;
   - Communicate with other Division/Units officers to adhere to all necessary aspects of corporate affairs, in particular administration, human resources, legal etc.;
   - Assist the Human Resources and Administration Manager and Director of Corporate Affairs in implementing the organisation’s safety and security measures;
   - Develop, update in a timely manner and implement general administrative procedures of the AHA Centre;
   - Organise and manage the visa and other legal documents needed by staff members and consultants if necessary, and act as the contact point for all matters related to visa and immigration for staff.

3. **Others:**
   - Perform other related duties as required as assigned by the Director of Corporate Affairs.

Job Qualification

Education

- Minimum Bachelor's degree in one or more of the following disciplines: Business Administration, Human Resources Management, or relevant studies. A master's degree will be advantageous.

Experience

- Minimum 5 (Five) years of experience, specifically in the area of human resources management and business administration;
- Additional training/certification in HRM and Payroll Management – may be advantageous;
- Experience as a Skills Development Facilitator – may be advantageous;
- Experience working in an emergency response operation or similar activities in an inter-governmental, international organisation and/or private sector, is desirable;
- Commitment to teamwork and collaborative work practices;
- Competency in computer skills with adequate knowledge of Microsoft Office and Outlook where relevant to the position;
- Proven ability for accuracy under pressure and adherence to deadlines;
- Good command of English; reading, written and spoken.

Competency Profile

Technical Competency

- Proficient knowledge in:
  - Human resources management;
  - Travel administration;
  - Inventory system;
  - Office security and emergency system;
  - Computerised Human Resources Management systems;
- Contract management skills;
- Computer skills, including the ability to operate spreadsheets and word processing programmes;
- Exposure to disaster emergency response operations is desirable;
- Good regional and international awareness of developments in disaster management is an advantage.

Managerial Competency

- Awareness of regional and international issues;
- Good emergency management skills;
- Ability to facilitate operations;
- Good command of oral and written English;

- Good communication skills;
- Good relationship management skills.

Other Competency Profile

- **Planning and organising**: Ability to establish a coherent course of action to achieve goals, ability to translate plans into actions, organise work, monitor & review outcomes, and communicate the results clearly both orally and in writing;
- **Teamwork**: Ability to build trust and respect among fellow team members and contribute to the resolution of a workplace conflict;
- **Communications and interpersonal skills:** Ability to expresses thoughts clearly, accurately and succinctly in verbal and in writing to different audiences, and ability to relate well with others and to maintain relations with cordiality and diplomacy;
- **Ability to work in a multi-cultural setting and under pressure**: Ability to interact effectively with people from different cultures, ability to multi-task and remain efficient and productive under pressure;
- **Effective problem-solving skills**: Ability to use sound judgment and initiative, develop options and achieve outcomes;
- **Organisational awareness**: Ability to align thinking and actions to organisational values;
- **Flexibility and adaptability:** Ability to respond positively to change and new organisational practices, structures, procedures and technology; and
- **Personal credibility:** Has high regards for self-discipline, good attendance record, respect punctuality and set an example to others, show consistency in words and actions, has high integrity and is conscientious;

The AHA Centre urgently invites the best, most talented and highly-motivated individuals from ASEAN Member States to apply for this position.

You may apply by sending your application to human.resources@ahacentre.org, highlighting your suitability and potential contribution to the position together with a detailed CV, certified true copies of educational certificates obtained and completed **the AHA Centre Employment Application Form**, which can be downloaded at https://ahacentre.org/job/

Please ensure that the total size of your email, including attachments, is no more than 5 MB.

Please indicate the name of the position that you are applying for on the subject of your email. Incomplete applications will not be considered.

The Selection Panel's decision is final and only shortlisted candidates will be notified.

For more information on the AHA Centre, please visit **www.ahacentre.org**.

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