

Vacancy Announcement - HR Manager and Admin Assistant

Contributed by Administrator
Friday, 22 August 2008

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to develop HR policies and procedures & HR Development Programs; 10.. Familiar with HR system & development;

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Groups Terms of Use | Unsubscribe Recent", "metaData": { "linkHref": "mailto:DevJobsIndo-traditional@yahoogroups.com?subject=Change Delivery Format: Traditional", "linkProtocol": "mailto", "linkRel": "nofollow", "linkTarget": "_blank", "linkYmailto": "mailto:DevJobsIndo-traditional@yahoogroups.com?subject=Change Delivery Format: Traditional", "visible": "true" }, "lw_1219375864_27": { "text": "Visit Your Group", "extended": 0, "startchar": 13006, "endchar": 13021, "start": 13008, "end": 13023, "extendedFrom": "", "predictedCategory": "", "predictionProbability": "0", "weight": 1, "type": ["shortcuts:/us/instance/identifier/hyperlink/http"], "category": ["IDENTIFIER"], "wikild": "", "relatedWikilds": [], "relatedEntities": [], "showOnClick": [], "context": "", "metaData": { "linkHref": "http://groups.yahoo.com/group/DevJobsIndo;_ylc=X3oDMTJkNGNhjhfBF9TAzk3MzU5NzE0BGdycElkAzc4MTA3NDkEz3Jwc3BJZAMxNzA1NTI2OTcxBHNIYwNmdHIEc2xrA2hwZgRzdGltZQMxMjE5MzA5NjU4", "linkProtocol": "http", "linkRel": "nofollow", "linkTarget": "_blank", "visible": "true" }, "lw_1219375864_28": { "text": "Yahoo! 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Groups Terms of Use | Unsubscribe Recent Activity 95 New Members Visit Your Group Yahoo! 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Finance It\u0027s Now Personal Guides, news, advice & more. Weight Loss Group on Yahoo! Groups", "metaData": { "linkHref": "http://us.ard.yahoo.com/SIG=13o0hv8dt/M=493064.12016257.12445664.8674578/D=groups/S=1705526971:NC/Y=YAHOO/EXP=1219316858/L=/B=dRobBELaX9o-/J=1219309658366566/A=4507179/R=0/SIG=12de4rskk/*http://us.rd.yahoo.com/evt=50284/*http://finance.yahoo.com/personal-finance", "linkProtocol": "http", "linkRel": "nofollow", "linkTarget": "_blank", "visible": "true" } }, "lw_1219375864_34": { "text": "Weight Loss Group", "extended": 0, "startchar": 15038, "endchar": 15054, "start": 15040, "end": 15056, "extendedFrom": "Weight Loss", "predictedCategory": "", "predictionProbability": "0", "weight": 0.665428, "type": ["shortcuts:/concept"], "category": ["CONCEPT"], "wikild": "", "relatedWikilds": [], "relatedEntities": [], "showOnClick": [], "context": "Group Yahoo! Finance It\u0027s Now Personal Guides, news, advice & more. Weight Loss Group on Yahoo! 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Groups Familyographer Zone", "metaData": { "linkHref": "http://us.ard.yahoo.com/SIG=13psgreht/M=493064.12016300.12445692.11323196/D=groups/S=1705526971:NC/Y=YAHOO/EXP=1219316858/L=/B=dhobBELaX9o-/J=1219309658366566/A=5170419/R=0/SIG=11b5gu1oe/*http://new.groups.yahoo.com/specialKgroup", "linkProtocol": "http", "linkRel": "nofollow", "linkTarget": "_blank", "visible": "true" } }, "lw_1219375864_36": { "text": "Yahoo! Groups", "extended": 0, "startchar": 15512, "endchar": 15524, "start": 15514, "end": 15526, "extendedFrom": "", "predictedCategory": "", "predictionProbability": "0", "weight": 0.581763, "type": ["shortcuts:/us/instance/organization/company/yahoo_property"], "category": ["ORGANIZATION"], "wikild": "Yahoo%21_Groups", "relatedWikilds": ["Google_Groups", "MSN_Groups", "Mexico_City", "Panama",

"Santa_Barbara,_California", "Yahoo%21", "Yahoo%21_360%c2%b0", "Yahoo%21_Answers", "Yahoo%21_Finance", "Yahoo%21_Mail", "relatedEntities": [], "showOnClick": ["lw_1219375864_24", "lw_1219375864_32"], "context": "Group on Yahoo! Groups Get support and make friends online. Yahoo! Groups Familyographer Zone Learn how to capture family moments", "metaData": { "domain_url": "", "visible": "true", "yprop_description": "Connect with a world of people who share your passions.", "yprop_name": "Yahoo! Groups", "yprop_url": "http://groups.yahoo.com/" } }, "lw_1219375864_37": { "text": "Familyographer Zone", "extended": 0, "startchar": 15816, "endchar": 15834, "start": 15818, "end": 15836, "extendedFrom": "", "predictedCategory": "", "predictionProbability": "0", "weight": 1, "type": ["shortcuts:/us/instance/identifier/hyperlink/http"], "category": ["IDENTIFIER"], "wikild": "", "relatedWikilds": [], "relatedEntities": [], "showOnClick": [], "context": "Yahoo! Groups Get support and make friends online. Yahoo! Groups Familyographer Zone Learn how to capture family moments", "metaData": { "linkHref": "http://us.ard.yahoo.com/SIG=13osu477n/M=493064.12717544.13024012.8674578/D=groups/S=1705526971:NC/Y=YAHO/EXP=1219316858/L=/B=dxobBELaX9o-/J=1219309658366566/A=5370579/R=0/SIG=11nr7bf1/*http://advision.webevents.yahoo.com/familyographer/", "linkProtocol": "http", "linkRel": "nofollow", "linkTarget": "_blank", "visible": "true" } } };
 Medical Teams International is a non-profit organization, which serves to bring aid and medical care to those in need worldwide. We are looking for people who are skilled, passionate, determined and experienced for the positions below :

1. HR Manager (Code : HRM-01)

Duty Station : Jakarta

Classification : Employee, Grade 5

Estimate Starting Date : 01/09/08

Direct Supervisor : Country Director

General Function :

1.. Responsible for the recruitment process of MTI employee. Recruitment process include: develop job description, advertise vacant position on local or/and national newspaper and internet, checking application form, short listing, interviewing and selecting candidates.

2.. Manage the employment contract of MTI employee. Ensure that all employees have their contract renewed on time.

3.. Conduct performance review at all levels regularly. Make sure the performance review is well prepared, scheduled and implemented at all levels.

4.. Support MTI with valid Indonesian Manpower Regulation and ensure that the agency follow the regulation.

5.. Ensure that HRIS/Personnel Administration is updated and well-maintained. Ensure payroll process, insurance coverage and GA function for all employees are well managed

6.. Manage career planning and development

7.. Undertaking regular salary reviews. Advise on pay and other remuneration issues, including promotion and benefits.

8.. Maintain the personnel file system and any other records relating to staff.

9.. Analyze training needs in conjunction with departmental managers.

10.. Plan and sometimes deliver training, including orientation for new staff.

11.. With line managers develop HR planning strategies, which consider immediate and long-term staff requirements in terms of numbers and skill levels.

12.. Help set goals and deadlines for the department.

13.. Conduct trainings to teach procedures to staff.

14.. Hiring key talent to ensure the best people are available at the right time as required and ensure that recruitment process is in line with procedure

15.. Conduct induction/orientati on of new employees

16.. Support Head of HR in reviewing and analyzing HR structure to design better organization and improve process

17.. Lead Knowledge Management Implementation

18.. Responsible in participating as a measurement to improve HR process

19.. Ensure maintenance of HR administrative documentation.

20.. Follow all MTI protocols and regulations according to guidance provided by direct supervisor.

21.. Immediately report any security issues which concern MTI staff or equipment to Country Director.

22.. Manage Talent Review & Performance Appraisal administration

23.. Complete monthly report on Human Resource issues in a timely manner.

24.. Completely and punctually submit all other required paperwork and records.

25.. Cooperate and coordinate with all project staff to ensure good internal communication and subsequent high quality project selection, implementation and management.

26.. To arrange schedule and perform regular performance review and related reporting according to documentation and guidelines provided.

27.. Make sure that the recruitment process at the project level adheres to the recruitment plan.

28.. Manage compensation and benefit package to be competitive against industry and responsible for salary survey

29.. Any other duties as required.

Requirements

- 1.. Bachelor or Master Degree in Psychology, Human Resource, Management or Law;
- 2.. Having experience in the same position min. 5 years;
- 3.. Broad knowledge of HR functions and HR processes i.e.: Recruitment & Selection, Training & Development, Compensation & Benefits, Industrial Relations and Organization Development;
- 4.. Excellent analytic and problem solving;
- 5.. Must be able to handle highly confidential issues;
- 6.. Strong personality, enthusiastic and result oriented with high integrity;
- 7.. Well organized, self-motivated and able to cooperate effectively with other team members and leader;
- 8.. Proficient in English and computer literate;
- 9.. Able to develop HR policies and procedures & HR Development Programs;
- 10.. Familiar with HR system & development;
- 11.. Pleasant personality, energetic & high motivated;
- 12.. Having strong interpersonal skill & strong communication skill;

2. Admin Assistant (Code : AA-02)

Duty Station : Jakarta

Classification : Employee, Grade 2

Estimate Starting Date : 01/09/08

Direct Supervisor : Admin & Finance Manager

General Function :

1. Arrange program accommodation, travel, meetings, and other logistical and organizational needs;
2. Manage MTI vehicle and driver; include scheduling and maintenance of vehicle;
3. Assist in the day to day maintenance of the office and its facilities;
4. Provide administrative services in related with maintain the general filing system and file all correspondence;
5. Assists with office photocopying, filing, and typing;
6. Send and receive faxes, letters, courier mail, and electronic mail;
7. Assist in the planning and preparation of meeting, conference, telephone call, etc both internal
8. Maintain office petty cash;
9. Acquire, distribute and store supplies;
10. Help plan, administer and control budgets of contracts, equipment, and supplies;
11. Handling visits of MTI foreign visitor (logistic and scheduling);
12. Oversee the maintenance and repair of office machinery and equipment;
13. Oversee the leasing of facility space;
14. Participate in architectural and engineering planning and design, including space and installation management;
15. Dispose of, or oversee the disposal of, surplus or unclaimed property;
16. Ensure maintenance of administrative documentation;
17. Follow all MTI protocols and regulations according to guidance provided by direct supervisor;
18. Complete monthly report on Administration issues in a timely manner;
19. Completely and punctually submit all other required paperwork and records;

20. Cooperate and coordinate with all staff to ensure good internal communication’
21. performing clerical function in country office in order to ensure efficiency and effectiveness within project office;
22. Any other duties as required.

Requirements

1. Bachelor / Associate's degree in Business or Public Administration, Economics/Secretary with minimum 2 years of related experience;
2. Good communication skills
3. General knowledge of General Administration, Asset & Project Management;
4. Capable in handling multitask and dealing with complexity ;
5. Experience providing administrative support including some or all of the following: answering phones/customer service, mail distribution, equipment maintenance, drafting correspondence, coordinating travel arrangements or related activities;
6. Experience organizing files, coordinating projects or meetings, or related;
7. Fluent in oral & written English and Bahasa Indonesia;
8. Experience using MS office, Word and Excel; and navigating the Internet;
9. Excellent Interpersonal Relationship & Attractive ;
10. Able to work both independently with less supervision and as a team ;
11. Responsible, motivated, & dedicated

HOW TO APPLY

Applicants should send a cover letter in English stating why you would be good in this position and demonstrating how you meet the selection requirements, along with current curriculum vitae to: hr@mti-indonesia.org by put the position code in the subject heading. Please note only short listed candidates will be contacted. Applications close on 30th August 2008.