

# Position Description: Human Resources Coordinator

Yayasan IDEP (Indonesian Development of Education & Permaculture) is a local NGO based in Ubud, Bali, which is committed to developing self-sustainability and directly empowering local communities to improve their own situations. IDEP field programs include environmental education, community based development & disaster management. Further information about IDEP Foundation can be found at [www.idepfoundation.org](http://www.idepfoundation.org).

IDEP is currently seeking a Human Resources Coordinator to support HR processes and IDEP staff throughout Indonesia and including international volunteers.

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<b>Based at:</b>	Ubud, Bali
<b>Position reports to:</b>	Department Manager: Administration
<b>Job purpose summary:</b>	Develop, implement, and administer all H/R related activities (sourcing, policies development and implementation, visa, documentation, legal & benefit requirements, Indonesian and international volunteers, reporting / filing / licensing, etc.) for IDEP Foundation in Indonesia.
<b>Salary scale:</b>	2,000,000 – 2,500,000 per month

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## Key Responsibilities and Accountabilities

### Human Resources

1. Coordinate and internally consult for all HR needs at IDEP, including in sourcing/advertising, hiring, negotiations and termination.
2. Support the process of job description development, performance plans and evaluations, capacity building and employee development; train managers and project coordinators for all of the above.
3. Develop public sources of job postings including IDEP website, other websites and publications; maintain all job postings.
4. Develop and implement new policies that support all employees / contractors / volunteers, benefits, and policies; implement through IDEP managers.
5. Develop and implement the volunteer program at IDEP including but not limited to defining requirements, sourcing/advertising, screening, develop cultural/living information, develop and obtain regular reporting from volunteers and managers and de-brief exiting volunteers.
6. Supplement website information to increase awareness of IDEP volunteer opportunities.
7. Develop and maintain employee/volunteer staff files that contain pertinent employee information (KTP, passport, family, emergency contact, health, performance issues, extraordinary events, other information).
8. Update and maintain IDEP employee manual.

### Visa

1. Determine visa regulations; ensure that all foreigners have the appropriate visa and process all visa renewals.

### Reporting

1. Develop and implement reports and methodologies required by IDEP management and/or the government of Indonesia; reporting regarding staffing, hiring, volunteers, and other requirements.

### Other

1. Assist other department staff and manager as required.
2. Actively pursue opportunities for self-development.

### **Selection criteria:**

1. Minimum of two years working within human resources in a Yayasan / NGO environment or similar professional experience.
2. Experience either as a manager or HR consultant with Indonesian employment law and human resources professional practices (job description development, policy development, performance plans and evaluations, training).
3. A very high level of confidentiality and good judgment regarding the work within human resources and administration.
4. Ability to develop and negotiate solutions between other staff members.
5. Team player with excellent communication skills.
6. Able to lead and / or participate in site meetings and other trainings.
7. Willing and able to manage a high volume of complex work.
8. Computer skills (in English and Indonesian): excel, word, powerpoint.