

## TERMS OF REFERENCE:

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<b>Title:</b>	Human Resources Assistant		
<b>Eligibility Criteria:</b>	Open to National Indonesians only	<b>Location:</b>	Surabaya
<b>Position Type:</b>	Long Term Position	<b>Term:</b>	24 months
<b>Reporting To:</b>	HR Manager		

### 1. BACKGROUND OF THE PROJECT

The Australia-Indonesia Partnership for Promoting Rural Incomes through Support for Markets in Agriculture (PRISMA) is a five-year program (2019 – 2023) funded by the Australian Government's aid program and implemented in cooperation with the Government of Indonesia. The program will build upon the achievements and results of Phase 1 (2013-2018), using a market systems development (MSD) approach to support inclusive economic growth in Indonesia's agriculture sector.

PRISMA will improve smallholder farmers' competitiveness and access to new markets, better inputs, know-how and technology. It will aim to achieve a sustainable 30% increase in the net incomes of 700,000 smallholder farming households in Indonesia by 2023 (a total of 1 million farming households). The program operates in six provinces: East Java, West Nusa Tenggara (NTB), East Nusa Tenggara (NTT), Papua, West Papua and Central Java.

### 2. PURPOSE OF THE POSITION

Under the direction of the Human Resources Manager, the Human Resources Assistant will be responsible for secretarial and administrative functions to support the HR team compile and keep HR documents correctly collated, filed and the Unit running effectively and efficiently.

### 3. ROLES AND RESPONSIBILITIES

Duties and tasks:

1. Input information into the HR databases including, but not limited to employee database both in Excel and/or PRISMA's system on a regular basis and ensure the data is accurate.
2. Manage the staff leave and timesheet in PRISMA's system, assist staff with leave and timesheet administration, and ensure leave and timesheet are recorded properly.
3. Ensure registration of staff and family insurances, BPJS Healthcare and BPJS Manpower and ensure that the membership cards are available.
4. Assist staff members in the medical reimbursement process and maintain communication with insurance company broker.
5. Ensure appropriateness and completeness of all HR documents in line with PRISMA procedures, including but not limited to personnel files, consultant files, performance review, training forms and exit interview both in hard and soft copies. Ensure files are complete and accurate.
6. Support the HR Officer in issuing correspondence such as employment letters.
7. Assist the HR Officer in recruitment functions of staff and consultants including but not limited to facilitating the interview process, supporting logistics for interviews, undertaking reference checks, maintaining recruitment databases, and other administrative matters in line with the Company's recruitment processes.

8. Other tasks as reasonably requested by the HR Manager and/or the Chief Operating Officer

## 4. KEY SELECTION CRITERIA

The Company is seeking someone who is:

- A self-starter and complete assignments with minimal supervision
- Has the ability to prioritise tasks and has a high level of organisation skills

### Essential Selection criteria

- Some knowledge of Indonesian HR laws including BPJS Manpower and Healthcare, income tax, regulations, and practices.
- Experience in delivery of HR administrative support to large projects or organisations or with staff numbers greater than 100.
- Demonstrate a high level of strong administration skills and record management.
- Ability to demonstrate sound written and oral communication skills.
- Proven ability to work in a team and a collaborative work environment
- Fluency in Bahasa Indonesia and a good working knowledge of English.

### Desirable

Tertiary studies (Bachelor or Diploma degree) in information management, administrative management, or human resources (or equivalent experience)

## 5. FUNCTIONAL RELATIONSHIPS

This position:

- Reports to HR Manager
- Works with HR team members

## 6. APPLICATION

Application closes on **8 December 2021**

Please apply via this link: **PRISMA - HR Assistant**

Female candidates and people with disabilities are strongly encouraged to apply.

- Should you experience any issues logging in or submitting your CV, or if you have any questions, please contact: [recruitment@aip-prisma.or.id](mailto:recruitment@aip-prisma.or.id).