



CARE International Indonesia (CII), as an international NGO, has carried out large scale operations in Indonesia, encompassing emergency operations, transitional activities centered on agriculture and nutrition and a range of development initiatives in such areas as water and sanitation, health and micro-credit.

CARE Indonesia in Kupang, East Nusa Tenggara is currently recruiting the following position for its project:

JOB TITLE	: HR ADMIN OFFICER (HR-AO)
DEPARTMENT/PROJECT	: SUPPORT/SESAMA
REPORTS TO	: PROJECT MANAGER
DATE OF EMPLOY	: 15 May 2011- 14 April 2012
GRADE	: 5

DESCRIPTION OF PROJECT:

SESAMA (Sustainable Settlement with Economic Security of Uprooted People and Their Host Communities through Strengthened and Adequate Mediation Approach in Indonesia) is an EU-funded project that will be implemented by CARE Indonesia for a period of 3 years in Kupang, NTT. The overall objectives of the project is to provide support in ensuring the sustainable settlement and livelihoods for those new citizens (ex-IDPs) left behind in the recovery process through the group's active participation in the mainstream development planning and budgeting process. The key activities that will be implemented by the project are: (1) facilitating the developmental processes Planning, Research, Implementation, Monitoring, Evaluation (PRIME) at the community level; (2) supporting community demand for government services through village wide planning, groups' capacity building, technical assistance, and supporting the fulfillment of general needs of the community on development/rehabilitation of water system, sanitation, school and health facilities; and (3) developing income and food sources through group organizing and skills training.

JOB SUMMARY: The HR Admin officer is to provide secretarial and administration services to all SESAMA project staff in Kupang, East Nusa Tenggara.

RESPONSIBILITIES AND TASKS:

Human Resources:

1. Preparing staff attendance, medical reimbursement, leaves report, and preparing payroll calculation.
2. Coordinate with HR Head Quarter if there is personnel requisition for project purpose and other HR duties.

Administrative:

1. Responsible for the operational Telephone and Fax: to accept and deliver telephone messages and faxes to the intended person, providing information as needed.
2. Responsible for managing the data assets: transfer of assets, revenue assets, transfer of assets, grants asset, auction of assets and the file's all data assets.
3. Ensure that all asset management administration procedures are in accordance with CARE and all forms of administration according to standard asset is CARE.
4. Manage Stack Card in every room
5. Report up date asset data each month to the Admin Jakarta Office and Cc.Supervisor
6. Responsible for data distribution: GRN project materials and other materials.
7. Ensure that the data distribution is the standard CARE
8. Any other duties that maybe reasonably assigned by the supervisor.
9. Receive and direct visitors.
10. Process incoming, correspondence by opening mail, recording in log book, photocopying, circulating and filing.
11. Assist in maintenance of active and inactive general file to ensure that all correspondences and documents are filed properly.
12. Arrange/book flight for staff for official travel purpose.
13. Arrange/prepare documents to be shipping to Head Quarter, other Field Offices or Overseas if necessary

Program

- Assist Project Manager to prepare a letter, Project data, and Monthly report.

Other

- Assist Supervisor as requested

SUPERVISES:

Driver, Guards, Office Helper

QUALIFICATIONS:

1. Education: Minimum Bachelors Degree in Administration or Management.
2. Experience: Minimum 3 years experience in administration or HR.
3. Specific Technical Skills:
 - Demonstrated ability to promote and initiate work processes and complete given assignments with minimum supervision.
 - Ability to communicate in English is preferable, excellent in Bahasa.
 - Strong inter-personal and communication skills
 - Ability to operate standard computer programs (Window, Excel, Outlook & Internet, PowerPoint).
 - Ability to build and work in teams.
 - Able to handle petty cash.
 - Trustworthiness, integrity, good analytical thinking and attention to detail.
 - Ability to work under pressure and tight deadlines.
 - Ability to work in a team and a customer satisfaction oriented.

COMPETENCIES:

Competencies should be selected from among the CII Competencies list of core, managerial and functional competencies.

WORKING CONDITIONS:

Kupang 100%; Travel 0%

TERMS OF OFFER:

CARE is an equal opportunity employer offering a competitive salary and benefits package, and a collegial working environment. Applicants are invited to send a cover letter illustrating their suitability for the above positions, and detailed curriculum vitae, with names and addresses of three referees (including telephone, fax numbers and email address). Please DO NOT attached academic transcripts and Diplomas and state clearly the applied position code in the email subject.

Please submit your applications before **May 3rd 2011** to CARE International Indonesia, Human Resources Unit:

recruit_501@careind.or.id

"Only qualified applicants will be shortlisted"