



THE ASEAN CENTRE FOR ENERGY (ACE) INVITES INDONESIAN CITIZENS TO APPLY FOR THE FOLLOWING VACANCY

Human Resources Officer

Background:

Established on 1 January 1999, the ASEAN Centre for Energy (ACE) is an intergovernmental organisation that independently represents the 10 ASEAN Member States' (AMS) interests in the energy sector. The Centre serves as a catalyst for the economic growth and integration of the ASEAN region by initiating and facilitating multilateral collaborations as well as joint and collective activities on energy. It is guided by a Governing Council composed of Senior Officials on Energy from each AMS and a representative from the ASEAN Secretariat as an ex-officio member. Hosted by the Ministry of Energy and Mineral Resources of Indonesia, ACE office is located in Jakarta.

Overview of the Department

The purpose of Corporate Affairs Department is to assist the Executive Director in the performance of ACE programs, especially in the handling of Administrative, Financial, Human Resources, Procurement, General Affairs, ICT, Legal etc. Manage all activities of the Centre and ensuring that ACE staff receiving high quality support in those particular areas.

Position:

Job Title	: Human Resources Officer
Job Level	: Technical Officer
Department	: Corporate Affairs (CA) Department
Reporting To	: Corporate Affairs Manager

Responsibilities:

General Administration and compliance

- Provides support to Senior Officer of Human Resources, managers and staff on the implementation of ACE's Staff Regulation and policies.
- Prepares reports and participates and/or leads human resources activities.
- Keeps up to date of developments in various areas of human resources.
- Support the implementation of Organization-wide change initiatives especially those related to and have impact on the human resources.
- Reviews and provides inputs on current HR policies, regulation and SOPs.

**Recruitment and Hiring Process:**

- Support all recruitment process, extensions, and documentary support. Ensure all the procedures are in place.
- Support the recruitment administrative matters including writing/updating of Job description, Staff Request, ToR, advertisement, to ensure that clear and transparent procedures and systems are in place and maintained.
- Assist the on boarding process.

Staff Benefits

- Ensure appropriate medical insurance systems are in place for staff and their dependents.
- Ensure appropriate Life and Travel insurance are well maintain and updated.
- Coordinate staff welfare matters and give recommendations to management for consideration.
- Supports and administers all Staff benefits that is applied to all staff member according to their contract and Staff Regulation.

Employee Relations

- Facilitate open and transparent communication between management and employees.
- Ensure that employees are informed about company policies, changes, and updates.
- Mediate and resolve conflicts between employees or between employees and management. Encourage constructive dialogue and find solutions that are fair and equitable.
- Implement strategies to boost employee morale and job satisfaction.
- Conduct surveys and feedback to understand employee concerns and suggestions.
- Recognize and reward employees for their achievements and contributions.

Policy Development and Compliance:

- Ensure staff are aware of policies and procedures and provide training if necessary.

Termination and Exit Interviews:

- Handle terminations professionally and respectfully.
- Conduct exit interviews to gather feedback and insights from departing staff.

HRIS

- Develop database for current and projected staffing: baseline information, tracking and monitoring elements (i.e. end of contract), contact details, and other details to support the human resource information system (HRIS).
- Provide technical inputs and support for the development of the HRIS.

Performance management, Training and Development:

- Identifies and analyses staff development and career support requirements to achieve the organisation's Goals and Objectives.
- Assist on training opportunities for staff, giving particular attention to developing and implementing career development paths for staff members.
- Assist the Senior HR Officer in the administration and organization training program for



all staff including external training, inhouse training and induction courses organized by the HR Unit.

Others

- Backstop other members of Human Resources Unit team in absences or when workload dictates.
- Perform any other work-related duties and responsibilities as may be assigned by the Executive Director and Manager.

Minimum Qualifications, Experience and Competencies (Skills, Knowledge, Attribute)

- University level in human resources management, business or public administration, social sciences, education or related area is required. A master's degree or equivalent would be preferred.
- Experience in International Organisation, Non-Government Organisation or Humanitarian organization
- 5 years of progressively responsible experience in human resources management, including generalist and HR administration experiences (recruitment and selection, employee relations, compensation and benefits, training and development).
- Experience in providing HR advice to managers and staff is desirable.
- Solid experience of working with HR information systems/databases, including the production of statistics/reports is desirable.
- Ability to negotiate with service providers i.e. medical insurance, training provider, pension fund, consultants, etc.
- Effective trouble-shooting abilities

Interpersonal Skills

- Excellent inter-personal attribute including tact sensitivity, sound and strong organisational and leadership capability, able to work effectively and efficiently in a multi-cultural environment.
- Promote open reporting culture, that is transparent, compliant and having integrity.

Language proficiency:

- Excellent knowledge of written and spoken English.
- Excellent in a presentation using the English language.

Remuneration and Benefits:

The successful candidate will be stationed in Jakarta, Indonesia and will be offered a 12-month contract, with a probationary period of three (3) months. The contract may be extended by the Executive Director depending on performance. Successful candidate will be offered a monthly salary within range of **USD 805 – USD 1,932** with additional benefits including Health, Life and Travel insurance, Annual and Sick Leave, Transportation allowance, 13th salary and gratuity. The salary shall be commensurate of the educational qualification and experience of the candidate. All other applicable benefits shall be subject to the ACE consolidated rules and regulations. The successful candidate is expected to be on-board by **April 2024**.



HOW TO APPLY:

Read more information at <https://aseanenergy.org/vacancies/> and click "Apply Now " or directly submit at <https://ace.aseanenergy.org/employment-application-form/> by **22 March 2024** at the latest.

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