

I. Position Information

Job code title: **HR and Administration Officer**
Supervisor: HRDM Manager

II. Organizational Context

The HR & Administration function supports KEMITRAAN's effective operations by ensuring efficient HR administration, employee services, statutory and organizational compliance, and office support. The function maintains accurate HR records and HRIS data, supports payroll and effort reporting, manages employee documentation throughout the employment lifecycle, and ensures timely HR and Procurement documentation in the World Bank STEP system. It also coordinates office facilities and support services, ensuring reliable day-to-day operations while maintaining confidentiality, accuracy, accountability, and compliance with KEMITRAAN policies and donor requirements.

III. Functions / Key Results Expected

Summary of Key Functions:

- ❑ Manage HR administration and employee lifecycle, including contracts, personnel records, HRIS, benefits, payroll inputs, and exit processes.
- ❑ Ensure HR compliance and effort reporting, including timesheets, statutory requirements, documentation, and audit readiness.
- ❑ Maintain accurate HR reporting and World Bank STEP documentation for HR and Procurement.
- ❑ Coordinate office administration and support services, including facilities, supplies, maintenance, and contracted services.

Accountabilities & Functional Responsibilities

1. **Contract Management & HR Documentation:** Prepare and maintain employment, consultancy, volunteer, and internship contracts, amendments, promotions, salary revisions, acting appointments, and other HR documents; maintain complete, confidential personnel files, databases, trackers, and archives, including contract and probation expiry monitoring.
2. **Payroll & Timesheet Management:** Support monthly payroll by validating payroll inputs, medical claims, overtime, benefits, leave adjustments, new hires and exits; ensure 100% timesheet compliance, validate project/line-management mapping, and submit completed timesheets to Finance by the 3rd working day.
3. **HR Administration & Employee Services:** Provide HR administrative support throughout the employee lifecycle, including onboarding, HR queries, ID cards, employment/service letters, leave and HRIS administration, insurance, consultant claims, employee databases, and other employee services, while ensuring confidentiality and data protection.
4. **HR Compliance & Operations:** Administer and monitor BPJS Kesehatan, BPJS Ketenagakerjaan, insurance, employee benefits, statutory documentation, and key HR deadlines;

support recruitment, induction, training, performance management, HR events, HR-related payments, and implementation of HR policies and SOPs.

5. HR Reporting & World Bank STEP System

- Maintain accurate and up-to-date HR data, reports, and trackers in KEMITRAAN's HRIS, ensuring completeness and data accuracy.
- Ensure the completeness, accuracy, and timely updating of HR and Procurement information and documentation in the World Bank STEP system, in coordination with the relevant teams

6. **Exit Management:** Coordinate staff and consultant exits, including clearance, handover, asset returns, final documentation, system/email closure, and proper retention of organizational records.

7. **Office Administration:** Coordinate office maintenance, facilities, stationery and supplies with Procurement and relevant units, and manage cleaning and other contracted support services to ensure smooth daily office operations.

IV. Impact of Results

The key results contribute to strengthening KEMITRAAN's governance, risk management, internal controls, compliance, and overall organizational effectiveness. Timely, accurate, and evidence-based audit assessments and recommendations support management in addressing risks and control weaknesses, improving accountability, safeguarding organizational and donor resources, and enhancing stakeholder and donor confidence in KEMITRAAN's operations.

V. Competencies

Corporate Competencies:

- ☐ Demonstrates integrity by modeling professional values and ethical standards
- ☐ Promotes the vision, mission, and strategic goals of the Partnership
- ☐ Displays cultural, gender, religion, race, nationality and age sensitivity and adaptability

Functional Competencies:Knowledge Management and Learning

- ☐ Promotes knowledge management in the Partnership and a learning environment in finance management through leadership and personal example.

Development and Operational Effectiveness

- ☐ Ability to implement and contribute strategic planning, results-based management and reporting – institutional and donors' reports.
- ☐ Ability to formulate and manage budgets, manage contributions and investments, manage transactions, conduct financial analysis, cost allocations and reporting
- ☐ Experience in coordinating employee health insurance and benefit providers, including liaising with insurance/health service providers, managing employee enrolment and benefit related documentation, addressing employee queries and claims, and ensuring timely coordination with relevant providers.
- ☐ Experience in supporting procurement processes for project-related needs.
- ☐ Ability to implement new systems and affect staff behavioral/ attitudinal change.

Management and Leadership

- ☐ Builds strong relationships with project teams, clients, focuses on impact and result for the client and responds positively to feedback
- ☐ Consistently approaches work with energy and a positive, constructive attitude
- ☐ Ability to handle sensitive and confidential information appropriately, maintain discretion, and protect the privacy of employees, candidates, and organizational information.
- ☐ Demonstrates good oral and written communication skills
- ☐ Demonstrates openness to change and ability to manage complexities

VI. Recruitment Qualifications

Education:	• University degree in administration, management, social sciences, human resources, or a related field
Experience:	• Minimum 5 years of progressively responsible HR experience with exposure to recruitment, onboarding, performance cycle support, payroll/benefits inputs, and records management. • Familiarity with training management and HRIS; strong MS Office skills (Excel, Word, PowerPoint); meticulous with numbers and conscientious with confidential information.
Language Requirements:	Fluency in written and spoken English and Bahasa Indonesia

VII. Signatures- Job Description Certification		
Incumbent <i>(if applicable)</i>		
Name	Signature	Date
Supervisor		
Name	Signature	Date
Chief Division/Section		
Name	Signature	Date: