



USAID | INDONESIA

FROM THE AMERICAN PEOPLE

U.S. Agency for International Development (USAID) based in Jakarta is recruiting Indonesian Nationals for the following position:

USAID Human Resources Specialist, FSN-9 / FSN-10 (Post Code: HR-10)

Salary starts from Rp. 11,384,589 per month depending on qualifications, experience and salary history.

BASIC FUNCTION OF POSITION:

USAID/Indonesia is a large, full-service Mission and the incumbent serves as principal advisor to the Mission on USAID Training Programs. The incumbent coordinates and manages Mission-wide training plans, in-house training courses and on-line training. S/he also handles personnel administration and recruitment to include the processing of U.S. Personal Services Contracts (USPSC), Cooperating Country National Personal Service Contracts (CCNPSC) and Third Country National Personal Services Contracts (TCNPSC). In support of country programs, s/he advises the highest levels of the Mission on HR problems and issues. S/he works regularly with Supervisory Executive Officer, Regional Legal Officer and Controller on HR related matters.

QUALIFICATIONS REQUIRED:

1. Bachelor's degree in Human Resources Management, Law, Psychology, Administration, Management or other comparable field.
2. Minimum of three years (FSN-9), five years (FSN-10) of progressively responsible experience in the field of human resource administration or closely related field.
3. Level IV (Fluent) speaking/reading/writing in English and Bahasa Indonesia are required. Must have good writing skills in order to prepare vacancy announcement, negotiation memo, training notifications, etc. In addition, ability to read and interpret available regulations in the areas of contracting is also required.
4. Must be personable, tactful, and resourceful and able to develop and cultivate possible sources of job applicants for a variety of positions.
5. The incumbent also must be able to maintain confidentiality, extreme discretion in handling personnel matters, to inspire confidence, establish and maintain effective working relationships with managers, supervisors, and employees; able to counsel employees and supervisors on work related problems, to handle changing priorities and deadlines quickly and competently.

All candidates must provide a cover letter in English which clearly expresses the rationale for their interest in the position in a manner and format that persuasively and convincingly argues for their recruitment.

Only short listed candidates will be notified for test and interview.

Send letter of application, complete resume in English and supporting documents (in Microsoft Word document format) & please put the post code: HR-10 on the subject of your email to: jktrecruitment@usaid.gov

CLOSING DATE: May 21, 2014

For more information, please visit USAID Website: <http://indonesia.usaid.gov>