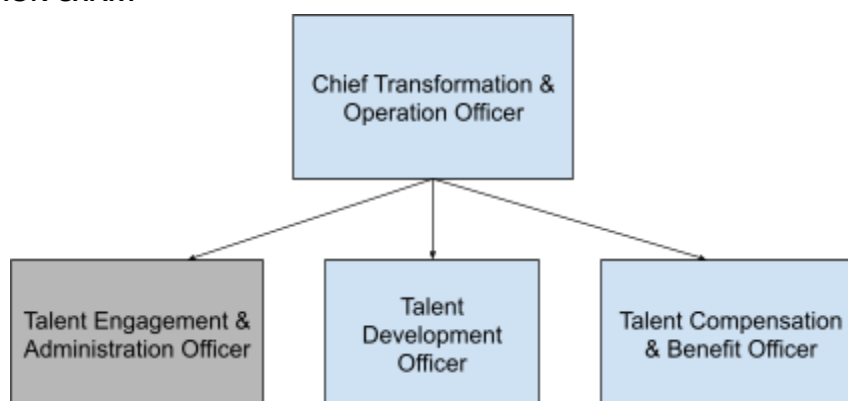


JOB DESCRIPTION	
Position	: Talent Engagement & Administration Officer
Department	: Human Capital
Employee Type	: 1 Year Contract
	Revision Date : 6 September 2023

I. SUMMARY OF ROLE

Talent Engagement & Administration Officer committed to lead engaging and administrative activities for employees. Their roles involve developing and implementing engagement campaigns that foster a positive organizational culture. They will nurture CISDI' culture of happiness and well-being through virtual or in-person events. This position also has a role in managing various kinds of employee administrative matters, and managing industrial relations between employees and the organization. Creativity and the ability to build strong relationships with employees, organization leaders, and other relevant stakeholders, and also administration ability are essential aspects of this position.

II. ORGANIZATION CHART



III. JOB DESCRIPTIONS

Responsibility	Activity	Output/Measurement
Initiate to promote and achieve culture of excellence & employment engagement	Develop planning and budgeting for engagement activities	<ul style="list-style-type: none"> Engagement program Engagement budget Annual engagement calendar
Lead in the development and delivery of the organization's calendar of engagement activities	<ol style="list-style-type: none"> Employee's Birthday Office anniversary Other morale building activities 	<ul style="list-style-type: none"> Birthday card and gifts sent Engagement activities done accordingly

Responsibility	Activity	Output/Measurement
Employee Recruitment and Selection	<ol style="list-style-type: none"> 1. Collaborate with Communication team to publish the recruitment 2. Communicate with candidates during selection process 3. Manage to send and collect written test result from candidates 4. Set up schedule for interview 5. Selection result announcement 	<ul style="list-style-type: none"> • Employee database • Recruitment and selection tools
Employees administration service	Provides employees document as requested : Employment certificate, letter of assignment, timesheet, overtime calculation	<ul style="list-style-type: none"> • Employees documents provided accordingly • Monthly overtime calculation
Employee satisfaction survey	<ol style="list-style-type: none"> 1. Conduct an annual employee satisfaction survey 2. Conduct exit interview 	<ul style="list-style-type: none"> • Satisfaction survey and follow up action • Exit interview and follow up action • Review “kotak suara” and take follow up action
Employer Branding	Conduct employer Branding strategy	<ul style="list-style-type: none"> • Employer Branding Strategy

IV. WORKING RELATIONS

Internal	<ul style="list-style-type: none"> • All Departments
External	<ul style="list-style-type: none"> • Recruitment agency • Event organizer for employees outing and team bonding

V. QUALIFICATIONS

A. Minimum Qualifications

- S1 from Human Resource Management or other related education background: Psychology, Social Science, Strategic Management, etc.
- Preferably have 2-3 years experience in the same field
- Preferably have experience in Civil Society Organization

B. Competencies

Technical Competencies:

- Basic Human Resource Management
- Employee satisfaction survey
- Employer Branding
- Employee Engagement
- Recruitment
- Employee Database Management
- Office Administration

Behavior Competencies:

- Communication
- Integrity
- Building Positive working relationships
- Creativity
- Organization and quality of work
- Initiative
- Analytical
- Accuracy