

SCOPE OF WORK	
Position	: Human Capital Officer (Analytics)
Department	: Human Capital
Employee Type	: Contract
	Revision Date : May 5, 2026

I. CISDI AND OUR CULTURE

CISDI is a full-service Center of Expertise that advances health system strengthening and development through community-engaged approaches, targeted research, policy advocacy, and campaigns. Our vision is to set and implement health system standards, leaving no one behind by driving a systemic, evidence-based transformation of Indonesia's and other countries' health systems. We work in close collaboration with international institutions, governments, donors and private sector partners to support PHC systems and ensure robust and public-oriented policies are set and subsequently implemented.

CISDI is structured into five fully integrated units providing advisory and MEL, policy advocacy, knowledge production, behavior change communication, implementation excellence, and digital health services. During the last 5 years CISDI has nearly tripled in both size and scope. While other Civil Society Organizations and NGO's have been adversely affected by USAID's closure, CISDI has expanded rapidly. We are positioned to continue this growth trajectory by expanding into new business sectors with service offerings driven by donors and private client's requests. To ensure we operate internally to the same high standards we perform externally, we embarked on an aggressive organizational-wide transformation aligning our internal policies, processes, procedures and systems to meet these changing market dynamics.

CISDI's corporate culture is our "Super Power". We hire highly intelligent professionals who thrive on challenges. Our professionals are given the freedom to express their creativity by solving complex healthcare sectoral issues often working on problems that other organizations may not have tried or have failed. Our people thrive in a collaborative work environment where ideas are heard and acted upon regardless of level or length of employment. Work-Life balance is not just talk but is embedded into our operating models, policies and procedures. It is who we are.

II. SUMMARY OF ROLE

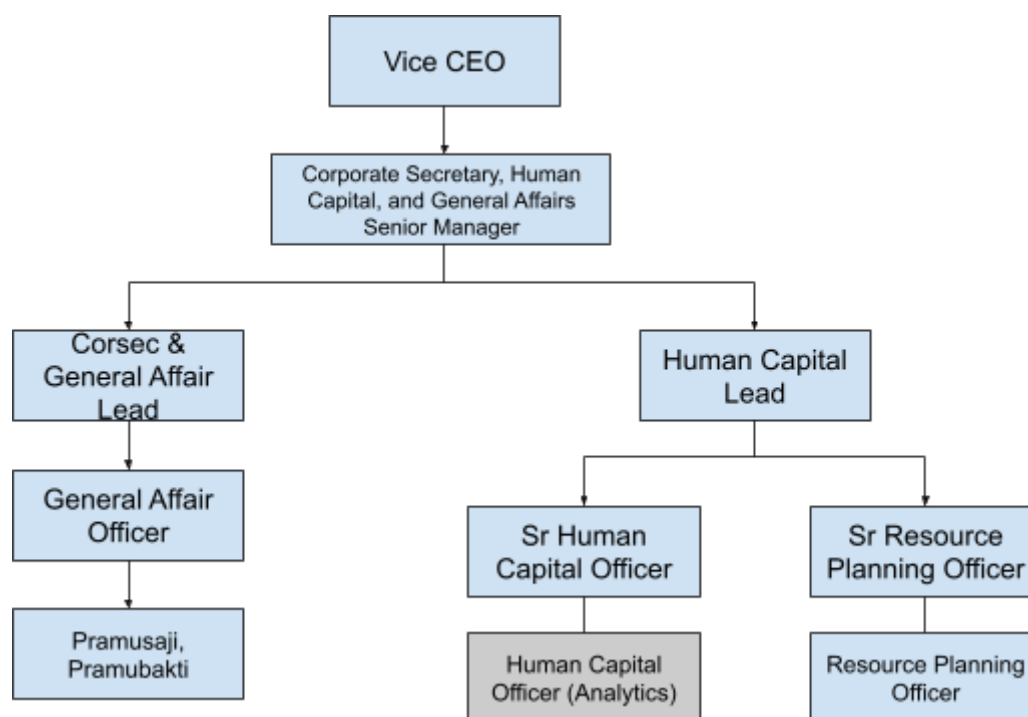
Human Capital Officer (Analytics) sits within the Vice CEO Office and reports to the Senior Manager of Corporate Secretary, Human Capital, and General Affairs. The role is responsible for managing and analyzing workforce data to generate insights that inform strategic decision-making. It ensures that employee data across recruitment, performance, and compensation is accurate, well-structured, and effectively utilized to strengthen Human Capital policies and practices within CISDI.

The role focuses on developing and maintaining HR analytics systems and dashboards, analyzing workforce trends, and identifying data-driven insights to improve organizational effectiveness. HR

analytics in this context emphasizes evaluating data across core HR functions such as recruitment, performance, and compensation management, with the aim of streamlining HR operations and improving processes within the HR domain. By translating data into actionable insights, the role supports workforce planning, performance management, and overall employee experience.

Working closely with Human Capital, Finance, and other internal teams, the position ensures data integration and alignment with organizational priorities. Through a data-driven approach, the Human Capital Officer (Analytics) strengthens CISDI's HC systems to be more efficient, responsive, and aligned with the organization's mission to deliver sustainable impact.

III. ORGANIZATION CHART



IV. JOB DESCRIPTIONS

Responsibility	Activity	Output/Measurement
Automation and Digital Enablement	<ul style="list-style-type: none"> Develop and implement automation for HR processes using tools such as Google Apps Script 	<ul style="list-style-type: none"> Automated HR workflows and processes Reduced manual intervention in routine HR tasks

	<ul style="list-style-type: none"> ● Automate routine tasks including data updates, reporting, approvals, and notifications ● Integrate HR data across platforms (e.g., spreadsheets, forms, dashboards) to streamline workflows ● Identify and prioritize opportunities for automation to improve efficiency and reduce manual work 	<ul style="list-style-type: none"> ● Increased efficiency and turnaround time of HR operations
HR Data Management and Governance	<ul style="list-style-type: none"> ● Ensure data accuracy, consistency, and integrity across recruitment, performance, and compensation records ● Manage centralized HR databases and documentation 	<ul style="list-style-type: none"> ● Accurate and up-to-date HR database ● Standardized data management processes ● Reduced data inconsistencies and errors
HR Analytics and Insight Generation	<ul style="list-style-type: none"> ● Develop dashboards and reports for recruitment, performance, and compensation ● Translate data into actionable recommendations for management ● Support workforce planning through data-driven insights 	<ul style="list-style-type: none"> ● Regular HR analytics reports and dashboards ● Actionable insights for decision-making ● Improved workforce planning and HR effectiveness
HR Systems and Process Optimization	<ul style="list-style-type: none"> ● Develop and maintain HR dashboards and reporting systems ● Identify inefficiencies in HR processes and recommend improvements ● Streamline workflows through system enhancements and digital tools 	<ul style="list-style-type: none"> ● Functional and optimized HR systems ● Improved process efficiency

	<ul style="list-style-type: none"> ● Support implementation of HR systems and tools 	
Cross-functional Data Collaboration	<ul style="list-style-type: none"> ● Collaborate with Finance and other teams to align HR data with organizational needs ● Support internal data requests and reporting requirements ● Ensure integration of HR data into organizational reporting systems ● Provide insights to support cross-functional initiatives 	<ul style="list-style-type: none"> ● Timely and accurate cross-functional reports ● Improved data alignment across teams
HC Systems and Process Performance Supports	<ul style="list-style-type: none"> ● Compiling and monitoring KPI data across recruitment, performance, and employee lifecycle ● Support data processing and analysis for performance reviews, promotion, and remuneration considerations ● Assist in automating performance tracking and reporting using tools such as Google Apps Script ● Ensure accuracy and completeness of HC performance data used for decision-making 	<ul style="list-style-type: none"> ● Timely and accurate HC performance reports to support performance review cycles ● Availability of updated KPI data for promotion and remuneration discussions ● Data accuracy and completeness rate (%)

V. WORKING RELATIONS

Internal	<ul style="list-style-type: none"> ● All staffs of CISDI
External	<ul style="list-style-type: none"> ● Vendor ● Stakeholders

VI. QUALIFICATIONS

A. Minimum Qualifications

- Bachelor's degree in Economics, Computer Science, Mathematics, Statistics, Data Science, Information Systems, or other relevant quantitative fields
- Minimum 1 years of experience in data analytics, HR analytics, or related roles
- Strong proficiency in data analysis tools such as Excel/Google Sheets; experience with SQL, Python, or similar tools is an advantage
- Experience in data automation and process optimization, including use of tools such as Google Apps Script or similar scripting/automation platforms
- Demonstrated ability to manage, clean, and analyze large datasets with high accuracy
- Experience in developing dashboards and data visualization (e.g., Looker Studio, Power BI, Tableau) if any
- Strong analytical thinking and problem-solving skills with attention to detail
- Ability to translate data into actionable insights for non-technical stakeholders
- Good communication skills in English, both written and verbal

B. Competencies

- Core Competencies
 - Data-Driven Thinking
 - Problem Solving
 - Strategic Thinking
 - Attention to Detail
 - Cross-team Collaboration
- Technical Competencies
 - Data Analysis
 - Data Visualization
 - HR Analytics
 - Automation Scripting
 - Database Management
- Behavioral Competencies
 - Analytical Thinking
 - Proactive Mindset
 - Adaptability
 - Communication Skills
 - Continuous Learning