

Job Vacancy Announcement

Reference No:	026
Project:	GIZ Office Indonesia
Position:	Human Resources Specialist
Location:	Jakarta - Indonesia
Expected to join:	a.s.a.p.
Reporting to:	Head of Human Resources

About GIZ

The Deutsche Gesellschaft für Internationale Zusammenarbeit (GIZ) GmbH is a German implementing organization which provides services worldwide in the field of international cooperation for sustainable development.

About the project

GIZ has over 50 years of experience in a wide variety of areas, including economic development and employment, energy and the environment, and peace and security. As a public-benefit federal enterprise, GIZ supports the German Government – in particular the Federal Ministry for Economic Cooperation and Development (BMZ) – and public and private sector clients in around 130 countries in achieving their objectives in international cooperation. With this aim, GIZ works together with its partners to develop effective solutions that offer people better prospects and sustainably improve their living conditions.

The GIZ Office Indonesia is seeking **1 (one)** qualified Indonesian candidate for the following position:

Human Resources Specialist

A. Core Tasks

In your role you work on all job orders within your remit and are the main contact for advising managers and other staff members on all issues in the thematic area, in particular with regard to personnel recruitment and selection, contract issues and capacity development measures. You are also responsible for providing specialist support to colleagues in bands 2 and 3 and ensure the quality of the commission's outcomes. You work on all job orders within your remit and are the main contact for advising managers and other staff members on all issues in the thematic area.

You implement the HR policies for national staff in the specific country and clearly communicate the relevant requirements, conditions and restrictions in terms of your capacity to act.

You coordinate the process for awarding contracts, agree and enter into contracts in accordance with the relevant legal, contractual, socio-political and corporate policy requirements and monitor the processing and fulfilment of those contracts.

In consultation with your team colleagues and line manager, you also coordinate all issues within your area of work and ensure that they are dealt with promptly and competently. You re-solve problems that arise in your area of responsibility on the basis of existing rules and draw attention to more complex challenges in your team. In consultation with your line manager, you also take on conceptual and coordination tasks in HR Management.

You are involved in ongoing process development within your remit, are responsible for knowledge management and prepare and share documentation. If required, you also support other experts in familiarizing themselves with and performing their tasks.

You perform the tasks assigned to you by your line manager, where required.

B. Main Activities

- Input and maintaining staff data in HR System including working contract issuance and reminder of Ending Contract.
- In coordination with other HR team, process the request that coming to HR from time to time.
- Arrange and maintain HR Filing System following the new system and policy.
- Perform Clerical Tasks for HR unit.
- In consultation with Head of HR, organize the Performance Review Process for GIZ Indonesia and Feedback to Manager for HR Unit.
- In consultation with Head of HR, plans and organizes training measures, including induction event for new staff, and advises managers on further training measures.
- Where appropriate and reasonable, the position holder is willing to perform tasks outside the scope of the Job Description.

The brief profile is not intended to provide a full and complete description of the tasks.

C. Qualifications & Specialist Knowledge

- University degree in Business Management focus on Human Resource Management, or similar area
- At least 3 years' professional experience in a comparable position
- Familiar with Ms Office, Payroll System and HRIS
- Good knowledge of national labor and social law
- Good English proficiency
- Excellent communication and interpersonal skills
- Outstanding organisational and time-management skills
- High integrity and follow-up spirit

Duty Station: Jakarta

Direct Supervisor: Head of Human Resources

Expected Joining Date: a.s.a.p.

How to apply:

Please submit your motivation letter, comprehensive resume and copy of educational certificate (including training and list of references) **as attachments** to recruitment-indo@giz.de by **June 2nd, 2025**, with subject line **GIZ Indonesia – HR Specialist**.

Please name your file as follow format:

[Your Complete Name] [Motivation Letter/CV/Latest Education Certificate] (i.e: **Nakula Sadewa_CV** or **Nakula Sadewa _Motivation Letter** or **Nakula Sadewa _Reference**) – *the attachments are not more than 300 KB.*

Only short-listed candidates will be notified.