

URGENTLY NEEDED

Human Resources Assistant Jakarta Based

About Yayasan CARE Peduli (YCP)

Yayasan CARE Peduli (CARE Indonesia) is a humanitarian organization focused on disaster risk management, climate change adaptation and mitigation, biodiversity and environmental pollution, gender equality, and inclusion. CARE Indonesia is committed to overcoming poverty and creating social justice.

CARE Indonesia envisions a world filled with hope, cleanliness, inclusion, and social justice, where poverty is overcome, development is sustainable, and everyone lives safely and with dignity.

CARE Indonesia missions aim to be a humanitarian and development actor that builds community resilience by alleviating poverty, realizing social justice, and ensuring a safe and clean environment.

Through a holistic resilience approach, CARE Indonesia's programs adopt an integrated approach to address identified issues, ensuring robust and sustainable outcomes. This approach balances the reinforcing relationships between economic growth, environmental management, and social justice, with gender equality at the core. The holistic resilience approach aligns with the sustainable development paradigm.

CARE Indonesia consistently ensures that its work aligns with national development priorities by integrating the aspirations and interests of the community with government plans and implementing sustainable practices. This approach refers to CARE Indonesia's agenda and contributes to the Sustainable Development Goals (SDGs).

Job Objective/Summary

Under the supervision of the Human Resources Manager, the **HR Assistant** will be responsible in providing various HR services, recruitment, personnel administration, documentation, staff welfare, relationship management. The Incumbent will also serve as focal point for other YCP's employees in providing Human Resources' operational guidance in pragmatic and timely manner.

Duties and Responsibilities

1. Organizational Development and Staffing

- Assist in the effective recruitment and on-boarding activities for new employees and technical delivery personnel and exit clearance process for departing employees;
- Assist in the payroll preparation and the employment contract management including for technical delivery personnel;
- Manage and administer day-to-day tasks related to compensation and benefits for YCP employees such as timesheet, PAR, absence/leaves record, BPJS, JSHK and other type of self-insurance claim administration, and correspondences;
- Contribute in ensuring productive and balance working relationships amongst YCP employees and promote Staff Wellbeing principles.

2. Policies and Systems

- Ensure up-to-date and well-documented personnel and human resources-related records, both manual and electronic/systems and electronic-stored record;
- In coordination with HR Manager, conduct inhouse research for any updates on government's employment-related regulations and HR best practices from other similar organizations;
- Assist in the HR-related Policies or SOPs formulation, processes, and procedures.

3. Relationship Management

- Liaise with relevant government representatives such as BPJS, Ministry/Bureau of Employment, Immigration Office, etc. as needed;
- In coordination with HR Manager, participate in relevant HR-related forums/ associations;
- Assist in the implementation of YCP's Code of Conduct and Work Ethics, Safeguarding and Safety & Security initiatives.

4. Others

- Willing to join with the Emergency Response Team (ERT) in accordance with experience and competence and is ready to be assigned to the disaster site if needed. In collaboration with ERT to support for emergency recruitment.
- Build constructive working relationships across functions and projects and contribute to a responsive, respectful and solutions-oriented operations culture.
- Perform other duties that may reasonably be assigned in line with the purpose and level of the position.

Requirements

1. Education, experience and technical competencies

- Degree or equivalent in relevant field;
- Minimum 2 years of solid experiences in the field of human resources management;
- Has comprehensive understanding of HR issues and best practices, labor law and its regulations;
- Has a knowledge and experience in payroll scheme and employee income taxation;
- Proficiency in Microsoft Office applications, particularly Excel, Word and Outlook, and comfortable using shared digital filing, collaboration and administrative tracking systems;
- Demonstrate good command of English and Indonesian, both written and spoken are essential.

2. Personal attributes & competencies

- Exercise good judgement and demonstrates high degree of courtesy, discretion and confidentiality;
- Excellent interpersonal and communication skills, and demonstrates the ability to effectively interact and collaborate with people across units/projects/ departments and institutions;
- Proactive and able to prioritize and manage time efficiently, and manage multiple tasks effectively, including capability to be flexible in responding to changing requirements;
- Growth mindset to effectively improve business processes;
- Committed to fostering respectful, collaborative, learning and empowering work culture;
- Commitment to values that CARE upholds, i.e. Integrity, Diversity, Equality, Excellence and Transformation;
- Commitment to Safeguarding Policy: Protection from Sexual Harassment, Exploitation and Abuse and Child Abuse.

HOW TO APPLY

YCP is an equal opportunity employer and we offer collegial working environment and competitive salary and benefits package.

Applicants are invited to send a cover letter illustrating their suitability for the above position, and detailed curriculum vitae, with names and addresses of 4 (four) referees/direct supervisor (including telephone and email address).

Please submit your applications with the subject **#HR Assistant__(your name)#** to:
ycp_recruitment@careind.or.id at the latest by 13/10/2026 at 23:59 PM.

**All applications will be treated confidentially. Only shortlisted candidates will be notified and invited for interview.*

**We do not provide correspondence related to this recruitment and do not provide notification of application/CV received.*