

Exciting Opportunity with RedR Indonesia

Position Title: Admin Officer – (**INDONESIAN NATIONALS ONLY**)

Reporting to: Senior Finance Officer

Job Status: Full time

Contract duration: 1 year (with 3 month probation)

Location: Yogyakarta, Indonesia

Start Date: September 2021

Salary: starting from Rp 3,000,000 based on skills and experience

How to apply

Please submit applications, including CV, a cover letter addressing the criteria, and reference from previous or current employer/supervisor (the reference form can be downloaded at <https://bit.ly/ReferenceFormApplicant>). Send the application via email to recruitment@redr.or.id with subject: **Application: RedR Indonesia Admin Officer - [your name]** by no later than **August 26, 2021**

Working Conditions

Employees of RedR Indonesia will receive 2 weeks annual leave, sick leave, THR, BPJS Ketenagakerjaan and BPJS Kesehatan.

About RedR Indonesia

RedR Indonesia is an emerging humanitarian agency working for improving international emergency relief. RedR Indonesia is part of the international RedR network of accredited organizations, each sharing a common vision and mission.

Our aims are to provide sufficient, competent and effective relief personnel to the front-line and provide personnel to local and international relief agencies whenever required; to improve and maintain the competence of relief personnel; to cooperate and work with other agencies in maintaining the availability of trained and competent relief personnel; and to increase humanitarian response capacity in Indonesia through providing people with internationally recognized training and access to international experience.

We believe that suffering caused by disasters can be reduced by selecting, training and providing competent and committed personnel to humanitarian programmes across the world.

RedR is also represented in the UK, India, Australia, US and Malaysia.

Responsibilities:

- Provide administrative support and management for organizations and its projects
- Provide the administrative and logistics arrangement within the organization, including daily logistic needs of office or organization and projects
- Support in procurement process for the organization and projects
- To assist in file management and to ensure ease of retrieval of documents
- Ensure in updating the organizational and projects documentation
- Assist in daily operations of RedR team
- To perform other relevant duties by immediate supervisor

- Maintain a company calendar and schedule appointments
- Distribute and store correspondence (e.g., letters, emails and packages)
- Arrange training, travel, and accommodation needs
- Assist the training team and roster team in administrative preparation.

Requirements:

The Administrative Officer should meet each of these requirements and/or have other related and relevant qualifying experience

Education

- Bachelor's degree in administration, management, social science or related disciplines (relevant experience may substitute relevant degree).

Skills & Competencies

- Minimum 2 (two) year experience in a similar position
- Excellent interpersonal skills
- Confirmed communication and organisational skills, and ability to work efficiently and effectively under pressure to meet deadlines and to react within short notice
- Demonstrated autonomy, motivation, and commitment; ability to deliver within deadlines
- Good written and spoken English
- Strong coordination, communication, and networking skills
- Multi-tasking skills

Teamwork

- Capacity to work individually and within a team
- Self-motivated, entrepreneurial, and self-managing
- Proactive and can-do attitude
- Sense of humour and good work ethic

Flexibility

- In specific circumstances, RedR Indonesia may request all RedR employees to perform tasks other than those described in their job descriptions.

Other

- Positive work ethic with a willingness to learn and grow
- Proven ability to work cross culturally
- Openness to work in an inclusive and diverse office environment with people of all races, religion, gender, etc.
- Interest in humanitarian activities
- Desire to be based in Yogyakarta, Indonesia
- Looking for long term relationship and to grow with organisation

RedR Indonesia is an equal opportunity employer with positive discrimination policies to ensure opportunities are available to all applicants regardless of race, gender, sexual orientation, religion or creed and those with functioning limitations (persons with disabilities). *RedR Indonesia is committed to **zero tolerance policy** for all forms of sexual exploitation and abuse. All employees and partners must comply with Protection from Sexual Exploitation and Abuse Policy, and Child Protection Policy.*