

JOB DESCRIPTION		
DIVISION	: Human Resources & Communication	REF : E/P
DIRECTION	: Human Resources Development	
JOB TITLE	: Head Department Career Management, Training, HRIS	
JOB HOLDER	:	
<p>Responsible for:</p> <p>Under close direction of Head Division Human Resources Development, organize and manage Career Management system, Training including International Assignment, Human Resources Information System implementation, and HRD representative both for JHO and EKD, to ensure all needs in Career Management, Training and HRIS are provided in timely basis.</p>		
SITUATION IN ORGANISATION		
Position reports to	: Head Division Human Resources Development	
Present job holder	:	
JOB DIMENSIONS		
<u>EMPLOYEES SUPERVISED :</u>		<u>SUPPLIES / PRODUCTS :</u>
- TOTAL :		-
- NT 10 & Above :		
- NT 09 & Below :		
- Expatriate :		
- Contract/SCP :		
<u>ANNUAL BUDGET :</u>		<u>EQUIPMENT :</u>
- General Budget :		-
-		
ACTIVITIES		
<p>International Assignment (IA/ITA)</p> <ul style="list-style-type: none"> Conduct a Departure Session for all employees planned for IA. This session contains explanation of TGI contract and also tips of how to survive, especially in France. Coordinate with and contact relevant manager to have confirmation regarding the assignment. Prepare administrative needs including ACS Document, Fiche Remuneration and contract for all people planned for IA & ITA and ensure that the draft of contract is received from DGEP/RHCI/ADM/GI before the execution of employees' assignment Issue memo of formalities to incumbents, in order to help them prepare the documents needed for visa and work permit and other related documents. Coordinate with Formalities in Indonesia and affiliate, should there be a problem in the visa or work permit process. Monitor with the Formalities the process of visa application and ensure that incumbent can depart as planned. To inform all concerned parties (receiving unit, DGEP/RHCI/ADM/GI, DRHC/DMEX/EXPAT, Career Manager, incumbent), should there be a delay for departure. <p>Training</p> <ul style="list-style-type: none"> Conduct training needs assessment in coordination with users departments in line with operational / technical requirements, upgrading for general skill, career development requirement and prepare data for training plan establishment process (training need analysis, budget and statistic). Prepare training cost analysis for budget purpose and conduct internal cost control. Participate to conduct studies to formalize and update company training regulations (for training conditions and benefits) covering training abroad, domestic & in-house, including HSE training. Coordinate the on the job training (program, schedule with line department & evaluation) for university, high school students, PERTAMINA, MIGAS employees and maintain good relation with universities/local schools & other government institutions for community development by providing opportunities for on the job training an apprenticeship. Participate to conduct studies for establishment the systematic approach for basic requirement, managerial, upgrading, compulsory/certification & career development training. Assist to coordinate training implementation and performed required training report for both external (BPPKA & MIGAS) and internal purpose. Participate in the training organization (KKSD) with other PSC's and BPPKA PERTAMINA and propose any improvement in the training matters. 		

CONTEXT & ENVIRONMENT
<p>International Assignment (IA/ITA)</p> <ul style="list-style-type: none"> ▪ The main point of communication, information and administration, regarding employees' assignment. ▪ Work progress is mostly burdened by heavy communications process, which is resulted by long distance calls and e-mails between BPN-JKT-Paris-Swiss and other Total affiliates where TI employees are assigned. ▪ Requirement for visa varied at every country. Some countries require more complicated and heavy process. ▪ Good knowledge on the TGI contract for International Assignment and International Training Assignment is needed. ▪ Attention to deadlines, schedules and constraints of all parties involved in the preparation of assignment, including the employees. <p>Training</p> <ul style="list-style-type: none"> ▪ Work involves planning and budgeting for JHO training (domestic, in-house, abroad) ▪ Employees' aspirations are not always in line with their units' objective. Therefore, need to reconfirm their training plan with the hierarchies concerned. ▪ HSE training is mandatory, but planning is not always easily realized ▪ Procurement process of training services is subject to government regulations.
ACCOUNTABILITIES
<p>IA/ITA</p> <ul style="list-style-type: none"> ▪ Ensure a good relationship between internal parties (HR Reps, Formalities, and Personnel) and external parties (Group, TGI, Affiliate, Embassies). ▪ Guarantee that employees are properly managed and responded to in their departure and return, also during their IA. <p>TRAINING</p> <ul style="list-style-type: none"> ▪ Contribute to the assurance of training needs of all employees are identified and formulated properly so that succession planning and subsequent promotions, transfer etc. can be implemented. ▪ Contribute to the assurance of maximum communication on company training policy & toward line supervisory management and employees. ▪ Contribute to the guarantee of the training studies and report analyses are reliable and justified. ▪ Assure updating of training data and prepare statistic for both routine & incidental reports. ▪ Maintain good relationship with other external education institutions/universities and government (BPPKA PERTAMINA, MIGAS, and DEPNAKER) bodies on training matters and promote good company image to all external bodies. ▪ Contribute to the effective teamwork within the HR & Communication Division and TI Balikpapan. ▪ Contribute to the obtained of PERTAMINA/BPPKA approval for the specific natures of training (abroad, In-house, Domex).
QUALIFICATIONS / EXPERIENCE REQUIRED
<ol style="list-style-type: none"> 1. Minimum Bachelor Degree of any discipline 2. Minimum 5 years work experience in the company 3. Good knowledge of company operation and HR development 4. Language proficiency is a crucial, due to heavy communication process. English is important, French will be more beneficial.

Job Holder Signature :
NAME :

Date :

N+1 Approval :
(Name & Signature)

Date :

N+2 Approval :
(Name & Signature)

Date :