

JOB DESCRIPTION		
DIVISION	: Human Resources & Communication	REF : E/P
DIRECTION	:	
JOB TITLE	: Vice President Human Resources & Communication	
JOB HOLDER	:	
<p>Close coordination with and under broad policy of the General Management:</p> <ul style="list-style-type: none"> Develop and ensure the long term strategic planning of the organization implementation in Human Resources & Communication areas and establish the annual target of the Human Resources & Communication Division in line with government regulation and corporate policy. Lead, direct, manage and control the Human Resources & Communication Division including Human Resources Development, Industrial Relation & Administration, Communication, Legal, General Service and Medical to ensure the compliance in implementation of company strategy and objectives base on good corporate governance. 		
SITUATION IN ORGANISATION		
Position reports to	: President & General Manager	
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		
<ul style="list-style-type: none"> Establish the Human Resources & Communication annual plan, in coordination with the line Management base on Company Business Plan. Develop and manage Human Resources & Communication Procedures/Policies proper implementation at Corporate Level related to Recruitment, Training, Performance Management and Career Development, Remuneration (Pay and Benefit) system (involving Balikpapan / Jakarta HR team and SPN /Labor Union), internal and external communication. Manage to obtain approval for the Manpower Utilization Plan (RPTK), Succession and Replacement plan, Work Permit Extension and Formalities. Review and update in regular basis the Collective Labor Agreement (CLA) in cooperation with the SPN, coordinate regular meeting between Management and SPN and follow up the agreed actions. Monitor and manage compliance of the Company Regulation with respect to the Indonesian Law and Regulation and anticipate impact of new laws by being involved as far as possible prior to implementation of the laws. Participate to the various HR committees with the other PSCs and Government Authorities. Supervise the management of Communications to have good relation and image both internally with the employee and externally with the Government Authorities, other PSCs and the communities. Manage and monitor the coordination between Jakarta and Balikpapan Communication Team. Supervise the management of Legal matters (contract, court cases,...etc), manage and monitor the coordination between Jakarta and Balikpapan Lawyers group. Supervise management of General Administration (Payroll, Leave, Expense, Housing, Car,... etc.) for National and Expatriate Employee in Jakarta. Supervise the management of Insurance including Assets Insurance, Construction All Risk Insurance (CAR), Personnel Accident Insurance,... etc. related to Policy Renewal, Claim management,etc. 		

CONTEXT & ENVIRONMENT

- Liaison and coordination with TEP/RH and DRHC Paris.
- Terus Maju Bersama, as one of the PSCs, has a permanent liaison with national oil company (PERTAMINA) and has to respect specific applicable regulations and procedures.
- On the other hand, as one of TMB subsidiaries Terus Maju Bersama has to integrate the policies and strategy by liaison and coordination with TEP/RH and RRCH Paris. To balance the different interest is critical.
- Government regulations / decrees related to the Manpower Utilization Plan (RPTK) are not always in harmony with the needs of Terus Maju Bersama and therefore substantial efforts are required with the relevant authorities in Pertamina, BPPKA, BPMigas and the Department of Manpower to achieve the company objectives.

ACCOUNTABILITIES

- Guarantee the Human Resources & Communication Plan is available and implemented in line with Company Business Plan and in compliance with respect to the Indonesian Law and Regulations.
- Ensure the Company Communication (internal & external) regulations are run smoothly.
- Ensure availability and implementation of Human Resources Procedure related to Recruitment, Training, Performance Management and Career Development.
- Ensure implementation of Remuneration package according to the valid CLA and procedures and remuneration package review in due time to maintain competitiveness and good Industrial work life in line with management policy.
- Ensure smooth running of General Administration (payroll, leave, expense, housing, car, ... etc.).
- Guarantee good communication and relations within the Company and with external organization (Government Authorities, other PSCs, and Communities) to promote good image and to support the operation of the Company.
- Ensure good management and assistance to user Departments with regards to the legal issues, general administration and the insurance matters.

QUALIFICATIONS / EXPERIENCE REQUIRED

1. Minimum education:
2. Minimum job related experiences:
3. Competencies needed:
4. Special requirement:

Job Holder Signature :**Date :****NAME :****N+1 Approval :****Date :****(Name & Signature)****N+2 Approval :****Date :****(Name & Signature)**