

JOB DESCRIPTION		
DIVISION	: Human Resources & Communication	REF : E/P
DIRECTION	:	
JOB TITLE	: Head Department Industrial Relation & Administration	
JOB HOLDER	:	
<p>Responsible for:</p> <p>Under direction of the Vice President Human Resources & Communication, organize and manage the Industrial Relation and Administration (personnel) activities including formalities, support the expatriate and national personnel in term of personnel administration to ensure all needs in Industrial Relation and Administration are provided in timely basis.</p>		
SITUATION IN ORGANISATION		
Position reports to	: Vice President Human Resources & Communication	
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 :		-
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ACTIVITIES		
<ul style="list-style-type: none"> Propose and analyze the current Collective Labor Agreement (CLA) and develop interpretation with the reference of the newest regulation related to Pension Fund, Jamsostek and industrial accident. Coordinate and control the implementation of CLA and other related regulations / practices that contain with Personnel Administration, Payroll, Security and Medical Services for JKT National and expatriates (in connection with DAS). Coordinate and provide consultation to all Terus Maju Bersama employees who reside in Jakarta to own the home through the Home Ownership Plan (HOP) program. Coordinate correct implementation of Income Tax in line with Government Regulation, including payment schedule, Income Tax modification, etc. Control payment of contributions to external parties such as: Jamsostek, Tugu Mandiri, and insurance companies. In coordination with EKD Personnel Administration Dept., present the modification / updating of CLA and other personnel regulations with the latest situation for PERTAMINA / DIT.MPS and management approval. Monitor the running of payroll system including related taxes payment – Cyborg for both Nationals and Expatriates in Jakarta. Performs as Chairman of the Pension Fund Committee and supervise the implementation of Pension Fund administration. 		
CONTEXT & ENVIRONMENT		
<ul style="list-style-type: none"> Close coordination with Line Department and Top Management and the frequent contact with internal Finance and external Tax bodies, for tax, salary, and other personnel administration payment, and the operational role to serve and to counsel employees, regarding the applications of the regulations in the CLA, the job environment place the person in the critical relationship. 		
ACCOUNTABILITIES		
<ul style="list-style-type: none"> Guarantee that all practices containing Personnel Administration, Payroll, Security and Medical Services will limit and drive JKT National and expatriates to respect the prevailing CLA and other related regulations, in order to avoid industrial problems. 		

- Guarantee that all payments to external parties (Tax, Jamsostek, Tugu Mandiri, and insurance companies) will be done on time without wrong calculations.
- Ensure that Management will be well informed with the knowledgeable of the Government Regulations at the latest situation.
- Ensure Management that employees' salary payment and its related transfer are performed well and causes no complain from the employees.
- Ensure to optimize the security level of personnel, properties, classified documents, and company's operations.
- Ensure all administrative aspects in the Company are managed and performed as per standard requirement and in accordance with company procedures.
- Ensure to make the best decision to the employees' Pension Fund as the fund optimization.

QUALIFICATIONS / EXPERIENCE REQUIRED

1.

Job Holder Signature :

Date :

NAME :

N+1 Approval :

Date :

(Name & Signature)

N+2 Approval :

Date :

(Name & Signature)