

JOB VACANCY



CSR Program Officer

Directorate : **Corporate Affairs
Directorate**

Reporting to : **CSR Manager**

Work Location : **Site - Luwuk**

Job Responsibilities

- Execute and monitor day-to-day activities of the Corporate Social Responsibility (CSR) programs to maintain that all activities are conducted according to the detailed plans and eventually positively impact communities.
- Analyze the versatile condition on the field and decide on implementing partner organization's further action by maintaining the relationship to secure beneficial support from them to support CSR activities and initiatives execution.
- Provide input and recommendations on leading trends and changes in Corporate Social Responsibility (CSR) to keep the manager updated on budgets, schedules, work plans, and performance requirements.
- Monitor and manage the work of staff and local hires to ensure the programs are performed according to targeted quality and that resources are used effectively.
- Monitor the budget implementation in the respective working unit to ensure the budget is used effectively & efficiently and complies with a separate approved budget.
- Develop implementation strategy from grass root level to be escalated to the managerial level for overall company CSR mid-long-term strategy.
- Develop a report from CSR activity based on program implementation.
- Maintain good communication (convey the company's message) and able to make a quick decision, when needed, to obtain community acceptance towards programs and the Company to ensure company operation.

Job Qualifications

- Bachelor's degree in any discipline, preferably in Community Development or Social Studies.
- Minimum (5) five years of hands-on experience in Corporate Social Responsibility (CSR), having experience in several functions related to community development.
- Deep knowledge of social/environmental issues and the NGO landscape.
- Familiarity with conflict resolution.

Please send your complete application letter, CV, recent photograph, current remuneration and expected remuneration to recruitment@dslng.com and put the vacancy code "**Position Name**" as the email Subject (not more than 300kb).

DSLNG will maintain the confidentiality of information from the applicants. Please note that DSLNG never solicit any charge from the candidates during the recruitment process and is not responsible for charges that is not requested by the company. The entire selection process is based on the results of the competency tests and will be conducted in a transparent and objective manner. Only candidate(s) who meet the criteria will be contacted.