

# JOB VACANCY



## Human Resources Development Manager

*Directorate* : **Corporate Affairs Directorate**

*Reporting to* : **Human Resources Senior Manager**

*Work Location* : **Jakarta Office**

### Job Responsibilities

- Manage company-wide HR development programs that aim to further develop and improve the organization and people capability within DSLNG, such as succession planning, workforce planning, recruitment, superior workforce development, retention of key employees, organization design, and change management, to attract suitable candidates and engage and retain talents to support the achievement of the company's vision and mission.
- Manage organization development and adjustments that may be conducted through various initiatives, such as revising organization structure, updating job descriptions, grading realignment, and performance management, to create a more robust and agile organization that meets the established company goals according to the applicable regulations and company internal policy.
- Manage and monitor the people development agenda through various training programs for technical and behavioural competencies. Also, monitor its implementation to ensure that all training required by employees is completed within the defined time frame to help them improve their performance.
- Designed and led the development of the organization's succession planning program, including its policy that governs building a stable organization filled with talented employees who can support achieving its established goals and objectives.
- Manage and monitor the implementation of the Performance Management Program to promote a high-performance culture within the organization. Ensure that performance is effective and in line with the company's core values.
- Manage and monitor the preparation and development of organizational manpower planning to ensure accurate planning according to organizational needs and support the achievement of organizational objectives.
- Develop, launch, and monitor the employee promotion process to promote employees whose performance meets the promotion criteria and who are ready to hold a higher responsibility. The promotion process shall be conducted objectively and timely according to the respective policies and procedures.
- Manage and monitor the implementation of Human Resources policies and procedures to ensure all employees understand HR policies and procedures.
- Develop, propose, and monitor the budget implementation in the respective working unit to ensure the budget is utilized effectively and efficiently in compliance with the approved budget.
- Monitor the achievement of unit KPI within the HR Development area to meet the objectives defined for HR Development and comply with the company policies and procedures.

### Job Qualifications

- Bachelor's degree from any discipline.
- Minimum of (8) eight years of experience in human resource in which minimum (5) five years in organization development and preferably coming from Oil and Gas.
- Certified trainer/training specification or certified in Performance Management System.
- Possess knowledgeable level of reward management.

- HR Management certification is preferable.

**\*Specific Conditions:**

Permanent with (3) three months of probation.

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*Please send your complete application letter, CV, recent photograph, current remuneration and expected remuneration to [recruitment@dslng.com](mailto: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.*