



## .... URGENTLY REQUIRED ....

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Habitat for Humanity Indonesia is now seeking some professionals who have willingness to involve in social work and NGO world to fill the following position. Ideal candidates should be Indonesian, who are strong qualified personality with excellent leadership, managerial, and interpersonal skills. Fluency in English, both verbal and written, is an important prerequisite.

## **CONSTRUCTION SUPERVISOR (CS)** **Based in Batam, Jakarta, Surabaya**

### **Responsibilities:**

- Provide construction design
- Provide budget planning
- Provide basic construction training designed for community
- Monitor the quality of material and assure that construction implementation meet the standard

### **Qualification:**

- University graduated from Civil Engineering or Architecture
- Preferable 1 year related experience
- Ability to work as a team
- Good communication and reporting skill
- Knowledge in Autocad, Sketch Up, Corel Draw program is an advantage
- Microsoft Office intermediate level user
- Good communication skills have good ethics, able to work in the team and independently and problem solving
- Basic oral and written communication skills in English
- Strong servanthood and good human relations at all level
- Exposure and direct experience in NGO work is a plus

Please send your resume with a covering letter by indicating the position title in the subject email and briefly explaining how your experience is relevant to this position by e-mail to:

**[recruitment@habitatindonesia.org](mailto:recruitment@habitatindonesia.org)**

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## **ACCOUNTING OFFICER (AO)** **Based in Jakarta and Yogyakarta**

To assist Senior Accounting Officer and National Accountant to review daily branch or National Office transactions before posting them to system (SUN). Get involved in monthly closing process, preparing journals, reconciliation of all Balance Sheet accounts and preparing grant / donor reports or other management reports.

### **Qualification**

- Minimum Diploma (D3) in Accounting, Business administration, Economics or Finance
- Experiences as accountant/finance minimum 2 years
- Microsoft excel intermediate level user
- Willing to travel to branches and temporary relocation if needed
- Having knowledge of Indonesia Taxation will be an advantage
- Knowledge of Accounting software (SUN system will be advantage)
- Audit experience is also preferable.

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## **COMMUNITY ORGANIZER (CO)**

**Based in Medan, Jakarta, Bali**

### **Responsibilities:**

- The Community Organizer (CO) will provide support related to community and local government,
- Will interlace communication with local government and community,
- Make socialization activities programs,
- Make data entry / survey at a set location,
- Facilitate for legalization document in government,
- Monitor and evaluate the community development.

### **Qualifications:**

- Minimum Bachelor's Degree in social development or other related fields from recognized university,
- Preferable have 2 years of development exposure; field program experience will be an added value,
- Fresh graduate are welcome,
- Minimum one year exposure towards low income group community works,
- Should have had understanding of community development,
- Basic understanding of operation management and report writing,
- Good written and oral English communication skills,
- Good verbal, written and internet communication,
- Demonstrate sufficient comprehension of given Standard Operating Procedures,
- Ability to operate computer spreadsheet (windows, excel, power point, etc),

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- Ability to work effectively and team work player,
- Negotiation skill and perseverance,
- High level of integrity and honesty,
- Having experience working in NGO is preferable.

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### **PROGRAM ADM OFFICER (PAO) Based in Surabaya**

To To perform high level administrative projects and processes in order to ensure smooth program internal communication, maintain tracking systems and databases necessary to run best of class programs.

#### **Responsibilities:**

- Project Set Up (Project Code & Donor Code)
- Maintain the Project Record Details, including updating database with all current projects & programs, Monitoring & Evaluation and other reporting requirements.
- Maintain partnership database and project database
- Monitor Project Monitoring Report
- Monitor and maintain monograph and statistics reports
- Monitor and maintain Volunteer schedule
- Monitor and maintain all program reports and proposals
- Monitor Branch / Project Budget and Expenses
- Maintain filing of Program Database
- Update contact database
- Keep abreast with and current developments in housing solutions
- Support in all program administration needed

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### **Qualification:**

- Associate/Bachelor's degree in any discipline or equivalent experience in business administration or management related subjects from a reputable university
- Fresh Graduate or having minimum 1 years in the related experience
- Outstanding communication and be highly organized
- Awareness of cross cultural issues effecting organizational development
- Strong initiative and ability to work both independently and as part of a team
- Intermediate level user in Microsoft Office programs, word processing, spreadsheets, PowerPoint Presentations.

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## **CORPORATE RELATIONS OFFICER (CRO) Based in Jakarta**

To support Resource & Development Manager to manage Resource Development with corporations and other donors related to be a major contributor to the Habitat For Humanity Indonesia fundraising.

### **Responsibilities:**

- Actively proposing methods and projects to engage corporate donors
- Market specific HFH Indonesia programs and activities and special events to relevant audience.
- Follow up contact initiation with corporate donors or candidates with all their branches or subsidiaries related.
- Communicate actively with branch office staff to realize results of resource development need and priority assessment.
- Support Resource & Development Manager in developing and implementing HFH Indonesia Resource Development Plans.
- Initiate and/or support Resource & Development Manager to broaden donor opportunities in supporting HFH Indonesia programs

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### **Qualifications:**

- Minimum Bachelor Degree from recognized university
- Minimum 2 years in the related position
- Have vast knowledge of fund raising and grant preparation
- -Excellent oral and written English language
- Familiar with marketing and donor relations
- Ability to work effectively and team work player
- Negotiation skill and perseverance
- High level of integrity and honesty
- Having experience working in NGO is preferable

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## **RESOURCE AND DEVELOPMENT OFFICER (RDO) Based in Surabaya**

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