

TG-HR-JD-Form No. 010

JOB DESCRIPTION

Employee's Name	XXXXXXXXXX	
Job Title/Position:	HR Assistant	
Appointment by:	HRD & AS Director	Term : 3 years (<i>can be renewed based on company needs</i>)
Employment Contract type:	Fixed Term Contract	

Current Job Grade
Current Team/Dept/Unit	HRD & AS Unit
Reporting to	HR Manager
Qualification and Training or Experiences	Bachelor Degree in Management/Business Administration, or other relevant field; Minimum 2 years of work experience in Human Resources, Administration or in any relevant field.
Knowledge and Skill (Competences)	<p>Technical Knowledge & Skills:</p> <p>Familiarity with Human Resources Information Software, Talent Acquisition Software (ATS), Cloud Technology, Talent Management Software, SAP HCM and HR Databases.</p> <p>Good command of English, Tetum, and some Portuguese and Indonesia would be advantageous.</p> <p>Communications skills:</p> <ul style="list-style-type: none">• Verbal : Good and effective• Written: Good and efficient

	Leadership & Management Skills: <ul style="list-style-type: none">• Able to lead a team• Able to manage a team to achieve targeted objective in effectively and efficiently
Personal Attributes/quality	Team work spirit, trustworthy, responsible, honest, assertive, positive leadership skills, purposefulness, attention to details, focus, high organized, communication skills and high interpersonal skills.

1. Role:

HR Assistant

2. Responsibilities:

2.1 Key responsibilities:

- Assist HR Manager to manage all the HR Management Information system, HCM SAP, HR Databases and other related to the HR Software Technology;
- Coordinate with HR Payroll & Benefits Analyst Tracking payroll in HCM SAP, Holidays and Attendance record;
- Assist Manager HR and coordinate with training to find and recruit talented employees;
- Assist Training and Recruitment Analyst to coordinate and managing onboarding and training for new hires;
- Assist Manager HR and Coordinate with training and recruitment analyst to develop the TIMOR GAP policies, guidelines, rules and regulations;
- Assist Manager HR in achieving the goals of the Department and the Organization;
- Ensure HCM SAP and HR Information Systems meet HR business needs and are functional and cost-effective;
- Provides various supports related to administrative tasks.

- Assist day-to-day operational functions particularly on administrative tasks including proposal drafting, minutes taking, filling, archiving, inventory, etc.
- Maintains safe and clean working environment by enforcing procedure, rules and regulations of IMS (Integrated Management System).
- Responsible for managing all administrative and clerical functions that are required by HRD & AS unit.

2.2 Principal Regular Tasks

Human Resource Management Information System (HRIS) Software:

- Ensure all HR technology and HRIS operational and across HR Department needs based on the policies and procedures of TIMOR GAP;
- Assist Manager HR to manage HRIS and databases and ensure the HR technology system is aligned with up-to date technology;
- Coordinate with other HR team for HRIS budget of TIMOR GAP;
- Oversee the TIMOR GAP daily operation of HR Information Systems;
- Manage employee data like leaves balances, wages and working hours;
- Manage and enroll new hires and enter information including contact details and job titles;
- Coordinate with Finance Team, HR payroll & benefit analyst to correct employee leave balances in Master Data in SAP is same with Financial Accounting System;
- Design HRIS manuals and document data processing procedures;
- Generate ad-hoc reports in HCM SAP system Info Set Query HR Personnel Administration;
- Collaborate with our IT team to perform regular tests and upgrades of HRIS special in HCM SAP system;

2.3 General Human Resource Management:

- Assist Manager HR to develop TIMOR GAP staff learning plans;
- Assist Manager HR to establish Data Management policy, procedures as well as guidelines in HCM SAP system;
- Assist Manager HR and other HR team to keep up to date with developments in training matrix for all TIMOR GAP staff to attending relevant courses;
- Assist Manager HR and other HR team to amend and revise training programs as necessary, in order to adapt to changes occurring in the TIMOR GAP work environment;
- Assist Manager HR to develop and socialize the TIMOR GAP policies, guideline, rules and regulations to the staff;
- Assist the Manager HR in achieving the goals of the Department and the Organization;

2.4 Other Tasks

In addition to the above regular principal tasks, the following are part of the duties of the HRIS Assistant:

- Assist Manager HR and coordinate with HR team to prepare HR Department progress report, annual work program, annual budget and annual report.
- Assist HR Manager to planning and coordinating HR Policies and procedures to be implemented;
- Ensures the team attendance to work every morning strictly follow TIMOR GAP Time Attendance Management Policies and Procedures, and note the absence of the HR Team;
- Supervises the team and ensure effective and efficient delivery of tasks;
- Directs team member to assist overall general HR Job;
- Manage and maintain all data in HCM SAP System, HR Drives and hard copy;

- Assist Manager HR and Coordinate with other HR team to supervise the work quality HR Department;

3. Authority:

- Approve TIMOR GAP staff attendance report justification form and rectify in HR SAP system;
- Approve and decide all TIMOR GAP staff unjustified absences and deduct salary based on absences hours;

4. Accountability:

- Accountable to assist all HR Matter are based on Oil and Gas standard best practices;
- Accountable to assist and administer TIMOR GAP procedures to ensure that the HR Department runs smoothly.
- Accountable to assist Manager HR and HR team staff activities and progress;