Job Title: Information Systems Officer

Terms of Employment: Full-time staff, 1 year contract, with a possibility of extension
Work Location: Jakarta
Reporting to: Head of ICT & KM Unit

Within delegated authority, the Information Systems Officer will lead systems/database developments and all necessary updates and maintenances of SMERU's projects as well as institutional agenda and workplans, using query and programming language. This position also provides technical advice to staff and provide strategic advises to the management on the choice of systems and technology implemented in SMERU.

Tasks and responsibilities

1. Responsible for program-related activities related to systems/technical requirement: online forms for surveys/database and web-based application for projects, updating intranet, and other databases
2. Supporting SMERU's institutional agenda and workplan in relation to systems and databases development which extends to systems analysis, design, development, implementation and update/maintenance of new systems/database
3. Collaborating with head of ICT & KM on formulating the choices of software, communication options, hardware and vendor-related services
4. Maintains, upgrades, or enhances existing systems; troubleshoots and provides continuous staff support, to include resolving difficult problems, advising on the use of new techniques, monitoring transactions to measure performance and continued effectiveness of assigned systems, etc
5. Providing technology-related support to SMERU's seminars, workshops, and trainings for external audience, as necessary
6. Provides guidance to, and supervise, new/junior staff, consultants, interns etc.
7. Any other tasks as directed by the head of ICT & KM Unit.
8. Carrying out any other tasks as directed by the Directors.

Qualifications

1. Bachelor's degree in Information Systems, Information Technology, or Informatics;
2. Demonstrating IS skills necessary for an institution of SMERU's scope and size, with at least 3 years of relevant work experience;
3. Knowledge of information systems/information management, particularly in systems analysis, database design and programming with exposure to and proficiency in all aspects of programming and analysis, including relational systems, scripting and query languages, document design and management, hardware and software requirements, systems facilities, and execution protocols.

4. Knowledge of programming languages and systems such as PHP, Java Script, CSS, HTML, MySQL query, Drupal CMS, Linux Centos and Ubuntu Server.
5. Fast learner and able to work independently or in a team with limited supervision;
6. Excellent communication (written and verbal) both English and Indonesian, facilitation, interpersonal skills;

Interested candidates should upload their updated CV and application letter to https://recruitment.smeru.or.id by December 13, 2021. Only shortlisted candidates will be contacted for an interview.

The SMERU Research Institute applies equal opportunities in its recruitment process and child protection policies to all activities of the institution and its staff. We support inclusivity and encourage person with diffabilities to apply for this position. We offer attractive remuneration and excellent working conditions.