





WE ARE *Hiring*


Human Resource Specialist

The objective of this position is to supporting Human Resources (HR) development within ALeRT, aimed at strengthening staff capacity and organisational effectiveness. Also, specifically to serve as the principal point of contact for Park Resilience Planning process, then supporting, facilitating, and where appropriate leading the implementation of the actions and activities developed under Park Resilience Plan (PRP).



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THE IMPACT

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Who We Are

ALeRT is an Indonesian national conservation NGO with field projects in Java, Kalimantan, and Sumatra, focusing on priority National Parks which are high in biodiversity and have charismatic species - Javan and Sumatran rhinos in particular. ALeRT operates from the head office in Bogor, with field offices in Ujung Kulon National Park in Java, in East Kalimantan, in Way Kambas National Park in Sumatra.

ALeRT works in close collaboration with the government National Park management units and with other local NGOs in each site-supporting specific technical and capacity building roles relevant to each context.

ALeRT is working with international partners to pilot a new approach of park resilience planning to strengthen sustainable park management efforts. Park resilience planning draws on the tenets of organisational resilience - focusing on an organisation's ability to proactively prepare for, respond to, and adapt during times of change and disruption, ensuring long-term sustainability, productivity and effectiveness. These tenets emphasize both adaptive strategies and robust systems, combined with a resilient organisational culture.

Park resilience planning has so far been used in six National Parks / Protected Areas in three countries in Southern Africa - five of which have priority rhino populations. UKNP would be the first time that this process has been conducted outside of Southern Africa.



SPECIFIC TASKS OF THIS ROLE

Year 1: Planning phase

1. Be the local lead, point of contact and facilitator for park resilience planning.
2. Lead on all local activities in the planning process, including:
 - a. Taking responsibility for all activities agreed to be implemented by ALeRT in the park resilience planning process,
 - b. Liaising with local teams of organisations (e.g., the local ALeRT team, the Park Management Unit, other local NGOs),
 - c. Arranging the interviews and feedback sessions (to fit with field-team schedules), and all relevant project and planning logistical arrangements.
3. Lead on liaising with the international technical support partner on the Park Resilience Planning, including supporting their local logistical arrangements for field visits.
4. Become well-versed in the theoretical/conceptual background for organisational resilience and park resilience planning, as well as the procedures and protocols for the planning process and the interviews in particular.
5. Ensure that all ethics procedures in the interview process are strictly adhered to and all interview data are treated with strict confidentiality - this extends in perpetuity, beyond the interview and planning process.
6. Help design the interview process and provide input into the interview design to ensure it is locally appropriate and relevant.
7. Undertake interviews according to the interview protocol.
8. Where necessary transcribe recorded interviews into written Word documents ready for analysis, and review and possibly improve translations of transcribed interviews.
9. Train other local interviewers on how to conduct these interviews according to the protocols and ethics standards.
10. Contribute to the qualitative and quantitative analysis of the interview and survey data.
11. Assist with report writing, editing and reviewing.
12. Become well-versed in the preferred project management, data analysis and transcription software that will be used.

SPECIFIC TASKS OF THIS ROLE

Ongoing: Support PRP

1. Be ALeRT's local lead, point of contact and facilitator for supporting implementation of actions and activities under the Park Resilience Plan.
2. Support ALeRT more broadly to implement specific agreed actions that strengthen its own organisational resilience and improve relevant conditions for all ALeRT staff.
3. Support internal Human Resources (HR) development within ALeRT aimed at strengthening staff capacity and organisational effectiveness.
4. Other relevant tasks that will be agreed once the PRP is finalised.
5. Other relevant tasks as an ALeRT member of staff.



REQUIREMENTS

Essential requirements:

1. Willingness to learn, apply and experiment with new ideas and techniques from organisational, social and behavioural sciences, and applied conservation.
2. At least 5 years experience working in teams in a small to medium sized organisation, with some diversity of experience of different leadership styles that you have encountered.
3. A post-graduate degree in conservation, social science, organisational science or management studies, with specific post-graduate work that has relevance to social and/or behavioural science.
4. Demonstrable evidence of conducting field-based research with individual respondents and or/groups.
5. Demonstrable evidence of both your abilities to analyse/interpret and communicate research results to diverse audiences.
6. Demonstrable interest in environmental/wildlife conservation.
7. Bilingual and fluent in both Indonesian and English.
8. Comfortable travelling to and working in remote areas.

Core competencies required:

1. **Relationship-building and facilitation with diverse stakeholders:**
Proven ability to build trust and work collaboratively with government staff, local NGOs, field teams and international partners, including facilitating meetings and feedback sessions.
2. **Learning orientation and adaptability:**
Evidence of quickly learning new concepts and methods, and applying them in new contexts, especially in organisational, social/behavioural or conservation settings.
3. **Resilience in challenging field conditions:**
Ability to work in remote areas, manage periods of intensive fieldwork, and remain constructive and solution-focused in the face of setbacks or organisational tensions.
4. **Cross-cultural communication and bilingual proficiency:**
Strong written and verbal communication skills in Bahasa Indonesia and English, including the ability to explain complex ideas clearly to different audiences (from field staff to senior officials).

REQUIREMENTS

Preferred requirements:

1. A background in and/or experience with organisational development or organisational change processes.
2. A background in and/or experience with leadership development processes.
3. Specific experience in working with the human dimensions of a local conservation NGO.
4. Important additional competencies:
5. Qualitative research and interviewing skills: Experience designing and conducting semi-structured interviews or similar field-based research with individuals and small groups, and handling sensitive information ethically and confidentially.
6. Integrity and respect for confidentiality: Track record of handling sensitive information with discretion, respecting ethical protocols, and acting in line with organisational values even under pressure.
7. Analysis and synthesis of complex information: Ability to organise, interpret and synthesise qualitative and quantitative data into clear insights and practical recommendations, and to contribute to written reports.
8. Project coordination and follow-through: Demonstrated capacity to plan and coordinate multiple activities (field visits, interviews, workshops), manage logistics, and reliably deliver agreed tasks on time.

THE PACKAGE AND BENEFITS

1. This role is based in our headquarters in Bogor. With frequent travel to other ALeRT's project sites.
2. This position is offered on a one-year contract, with a strong possibility of extension based on performance and project needs
3. You will be working on a high-profile and relevant project.
4. You will be gaining expertise and experience in a new field and area of work, and will be part of a team testing novel, evidence-based ways to build organisational resilience and improve effectiveness of people, teams and organisations.
5. You will work on a small team with diverse backgrounds and experiences.

HOW TO APPLY



1. A cover letter outlining your interest in this position and why you are well-placed to deliver on it.

In your cover letter you must also:

- a. Demonstrate that you have the essential requirements.
 - b. Demonstrate that you possess the required attributes.
 - c. Demonstrate that you are bilingual in Bahasa Indonesian and English,
 - d. Describe an experience in your career to-date where you had to learn new methods and techniques, how you achieved this, whether you succeeded or not, and what you learned from it.
 - e. Describe an experience from your recent past where you had significant challenges in achieving an objective, how you dealt with this challenge, and what you have learned from it.
 - f. State your salary expectations.
2. Your CV (3 pages maximum), do not attach any certificates.
 3. An example (ideally 2-3pgs max) of your writing.
 4. Email to hrd@alertindonesia.org

Valid until : 3 April 2026

More information: alertindonesia.org/karir

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