

JOB VACANCY

CSR PROGRAM OFFICER

Directorate : CORPORATE AFFAIRS
Reporting to : CSR MANAGER
Work Location : SITE BASE

Job Responsibilities

- Execute and monitor day-to-day activities of the Corporate Social Responsibility (CSR) Programs to maintain all activities are conducted according to the detailed plans and eventually give positive impact to communities.
- Maintain relationship with implementing partner organizations to secure beneficial support from them to support CSR activities and initiatives execution.
- Provide input on leading trends and changes in Corporate Social Responsibility to keep the Manager updated on budget, schedules, work plans and performance requirements.
- Monitor and manage the work of staff and local hires to ensure the programs are of performed according to targeted quality and that resources are used effectively.
- Monitor the implementation of budget in the respective working unit in order to ensure the budget is used effective & efficiently and comply with respective approved budget.
- Implement QHSE regulation within his/her area of responsibility in order to minimize any possible risk and comply with company and government regulation.

Job Qualifications

- Bachelor degree in any discipline.
- Minimum 5 years' working experience in the field of Corporate Social Responsibility and having experience in several different functions related to community development.
- Deep knowledge on social/environmental issues and NGO landscape.

***Specific Conditions:**

Contract Base (1 year for initial stage with subject to permanent)

Please send your complete application letter, CV, recent photograph, current remuneration and expected remuneration to recruitment@donggi-senoro.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.