



YAYASAN  
MUDRA  
SWARI  
SARASWATI



Jl. Raya Sanggingan PO BOX 181  
Ubud Bali Indonesia 80571



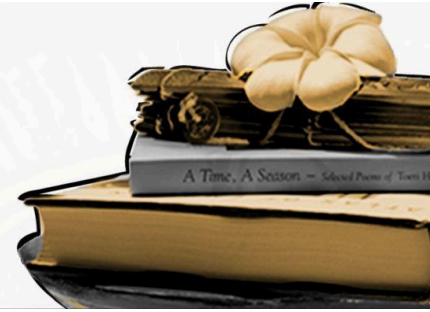
+62 361 977 408



admin@yayasansaraswati.org



www.yayasansaraswati.org



## WE'RE HIRING: HR COORDINATOR

### OVERVIEW

- Reports to: Festival Manager & Festival Director
- Job Location: Ubud, Bali
- Employment Type: (Full-time / Part-time)
- Start Date: earliest possible date

### BACKGROUND

Yayasan Mudra Swari Saraswati, organiser of the Ubud Writers & Readers Festival and Ubud Food Festival, two world-class annual festivals celebrating literature, art, culinary arts, and culture, is seeking an HR Coordinator to manage all Human Resources (HR) matters in our organisation professionally while understanding the dynamics of a creative and cultural environment.

### RESPONSIBILITIES

- Manage the recruitment process: creating job postings, screening CVs, conducting interviews, and onboarding new employees.
- Draft and update employment contracts while ensuring compliance with labour regulations.
- Maintain accurate and up-to-date employee records and HR documentation.
- Handle payroll: salary calculation, overtime, deductions, and BPJS Kesehatan & Ketenagakerjaan administration.
- Manage daily HR matters: leave, attendance, employee relations, and conflict resolution.
- Develop and implement HR policies and SOPs to support organisational performance.
- Act as a liaison between management and employees for all HR-related matters.
- Provide insights on staff development and help create a positive and inclusive work environment.

### QUALIFICATIONS

- Minimum D3/S1 degree in Human Resource Management, Psychology, Law, or related fields.
- At least two years of experience in HR roles, preferably in non-profit, creative, or cultural organisations.
- Strong understanding of Indonesian labour law, BPJS, and employment regulations.
- Skilled in payroll management and HR administration.
- Excellent communication and interpersonal skills with the ability to work independently and as part of a team.
- Experience in managing HR operations for teams of around 30–40 employees



YAYASAN  
MUDRA  
SWARI  
SARASWATI



Jl. Raya Sanggingan PO BOX 181  
Ubud Bali Indonesia 80571



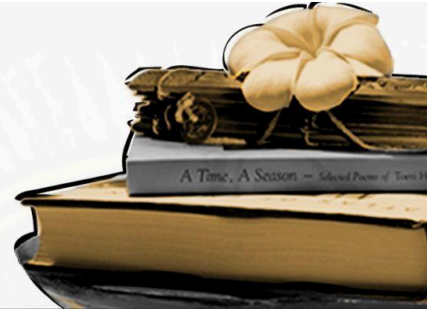
+62 361 977 408



[admin@yayasansaraswati.org](mailto:admin@yayasansaraswati.org)



[www.yayasansaraswati.org](http://www.yayasansaraswati.org)



- Detail-oriented, organised, and proactive in problem-solving.
- Proficient in Microsoft Office/Google Workspace and familiar with digital HR tools.
- Ability to maintain confidentiality and handle sensitive information with discretion.

## COMPENSATION PACKAGE

In addition to your salary, we offer a comprehensive benefits package that includes coverage for BPJS Kesehatan (health insurance) and BPJS Ketenagakerjaan (workplace accident insurance). Furthermore, you will also enjoy a generous annual leave entitlement and to connect with the Festival's media network.

## HOW TO APPLY

If you would like to apply for this position, please send your CV and cover letter addressing the selection criteria to [admin@yayasansaraswati.org](mailto:admin@yayasansaraswati.org) with the subject line: *HR Officer Application - [Full Name]*. Applications close on 30 September 2025.

This job description provides a general overview of the role and is not exhaustive. For questions about the position and its responsibilities, please contact Dwi Ermayanthi (Erma), Festival Manager, via email at [erma@yayasansaraswati.org](mailto:erma@yayasansaraswati.org).