

IDX PROFESSIONAL TALENTS RECRUITMENT 2023

DETAIL JOB DESCRIPTION & SPECIFIC REQUIREMENTS

We invite candidates who have passion in capital market industry and would like to contribute to the nation's economy to join us. Together we will learn, accelerate our potentials, and develop career as professionals in the capital market.

GENERAL REQUIREMENTS

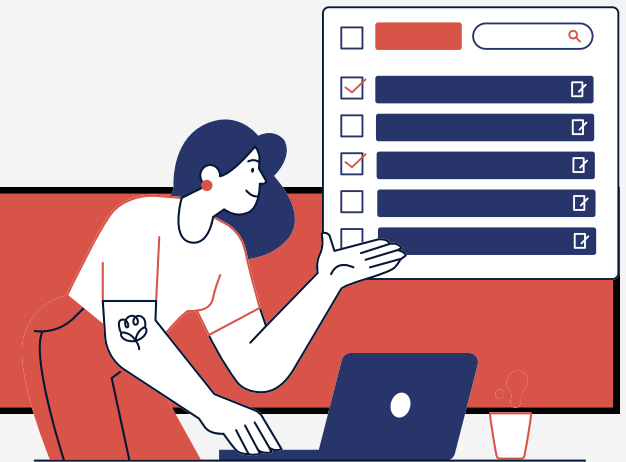
- Graduates from reputable university/ college with a minimum of GPA 3.00
- Good communication skills in Indonesia & English, in both verbal and writing
- Having knowledge about Capital Market will be an advantage
- Live with our core values: Teamwork, Integrity, Professionalism and Service Excellence

#SustainableCareerforSustainable Life

APPLY NOW!



IDX PROFESSIONAL TALENTS RECRUITMENT



INTERNAL INFORMATION TECHNOLOGY AUDIT OFFICER

JOB DESCRIPTION

In this position, you will be responsible for carrying out audit processes for the company's activities. Especially Information Technology (IT) area, while considering the aspects of effectiveness and efficiency, as well as possible risks that may interfere with the achievement of company goals, including compliance with related policies and regulations; providing recommendations for improvement, monitoring follow-up activities on the recommendations provided, as well as preparing the audit reports; conducting quality assurance and acting as an internal expert to the company's internal parties related to operational processes related to the IT area.

SPECIFIC CRITERIA

1. Min. Bachelor degree in Accounting/ IT.
2. Min. 2 year experience in related field.
3. Have knowledge of IT Project management, trading system, information security, and business continuity management system.
4. Hands on experience in Macro Excel, Python, Power BI, Tableau, and SQL for data analytic purpose will be preferred.
5. Have good communication & reporting skill.
6. Strong analytical thinking, detail oriented, hands-on and solution-oriented approach.
7. Work Location in Head Office, Jakarta

ECONOMIC RESEARCH AND ANALYSIS OFFICER

JOB DESCRIPTION

We are seeking bright professionals to join our organization as Economic Research and Analysis officers. In this position, you will be presenting all national and international economic events and phenomena that can be rationally, accurately, and precisely explained, as well as providing predictions regarding potential economic events that are likely to occur. This is achieved by utilizing various economic analysis tools and leveraging rational information to serve the interests of the Indonesian Stock Exchange and the Indonesian Capital Market.

SPECIFIC CRITERIA

1. Bachelor's Degree (S1) in Economics/ Management/ Finance
2. Fresh graduates or minimum 1-2-year experience, preferably in the capital market industry especially in portfolio management
3. Ability to quickly assimilate and analyze large amounts of data/ information
4. High analytical thinking and good presentation skills
5. Work Location in Head Office, Jakarta

DERIVATIVE BUSINESS DEVELOPMENT OFFICER

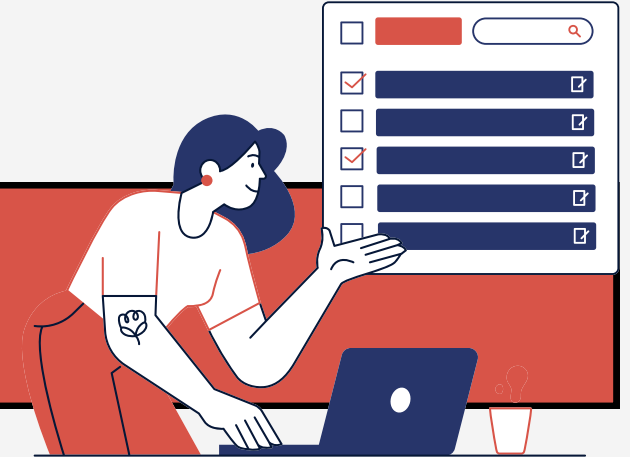
JOB DESCRIPTION

As a Derivative Business Development Officer, you will be responsible for carrying out strategic and corporate wide financial derivative development including product requirement, business process, and system, as well as coordinating with related parties for the project initiation, planning, execution, implementation, and monitoring to ensure the benefits of product development to increase liquidity and market depth.

SPECIFIC CRITERIA

1. Minimum Bachelor's degree in any major
2. Min. 2 years of work experience in capital market, preferably in derivative market
3. Have comprehensive knowledge related to Capital Market industry
4. Have knowledge in derivative exchange or derivative broker business will be preferred
5. Strong analytical thinking and attention to detail
6. Have good presentation skill
7. Work Location in Head Office, Jakarta

IDX PROFESSIONAL TALENTS RECRUITMENT



REGULATIONS AND LISTED COMPANIES DEVELOPMENT OFFICER

JOB DESCRIPTION

In this Position, you will be responsible to develop and evaluate the listing regulation & strategy in line with Market Capital developments for Listed Companies, conduct development and awareness activities for Listed Companies, foster effective collaboration with relevant stakeholders to advance Listed Companies, enhance capacity through non-deal roadshows, facilities support, and more for Listed Companies, manage Committee Evaluation secretarial duties, execute assigned tasks from Directors/Division Heads/Unit Heads, adhering to applicable procedures and coordinating with relevant parties when necessary, consistently apply GCG principles (including policy standards and work procedures) and sustainable development throughout each Division/Unit's business processes.

SPECIFIC CRITERIA

1. Bachelor's degree in Law/ Management/ Business/ Accounting
2. Having min. 1 year of experience in related field
3. Having strong analytical thinking, information monitoring, project management, and deck composing
4. Knowing the Capital Market regulation and ESG understanding will be preferred
5. Having strong attention to detail
6. Work Location in Head Office, Jakarta

POTENTIAL LISTING DEVELOPMENT OFFICER

JOB DESCRIPTION

We are seeking bright professionals to join our organization as a Potential Listing Development Officer. In this position, you will be responsible for carrying out activities that support the IDX program aimed at increasing the number of Listed Companies and Issuers on the Exchange by engaging with shareholders or top level management of potential issuers, including but not limited to General Corporation, Government Institutions/State-Owned Enterprises/Regional-Owned Enterprises, and other corporations (excluding Start-ups and SMEs) that enable them to issue securities through Capital Market.

SPECIFIC CRITERIA

1. A Bachelor's degree preferably in Management/ Accounting/ Engineering/ Statistics
2. A minimum of 1 years of work experience. Experience in Banking, Investment Banking, Venture Capital will be an advantage
3. Strong project management skill and experience in handing events
4. Excellent communications, public speaking & relationship-building skills
5. Excellent in data analysis and able turn it into presentation material
6. Having basic knowledge of corporate finance is a plus
7. Work Location in Head Office, Jakarta

LISTED COMPANIES EVALUATION AND MONITORING OFFICER

JOB DESCRIPTION

In this position, you will be responsible for executing the evaluation process of the eligibility of potential Listed Companies, the listing process, monitoring of Listed Companies concerning Corporate Action plans and compliance with applicable regulations, mentoring, imposition of sanctions, suspension, delisting of Securities for Listed Companies, as well as updating Listed Companies and listed Securities to support the establishment of an Exchange that is orderly, fair, efficient, reliable, trustworthy, and transparent.

SPECIFIC CRITERIA

1. Bachelor's degree in Accounting / Finance Management
2. Fresh graduates are welcome to apply / Experience a max of 3 (three) years
3. Having strong analytical thinking, information monitoring, and financial analysis skills
4. Knowing the Capital Market will be preferred
5. Having strong attention to detail
6. Comfortable working with large amounts of data at the same time
7. Work Location in Head Office, Jakarta

IDX PROFESSIONAL TALENTS RECRUITMENT



SECURITIES DATA AND TRADING PARAMETER MANAGEMENT OFFICER

JOB DESCRIPTION

In this position, you will be responsible for carrying out Securities Data Management activities and Securities Trading Parameters and coordinating with related units and/or divisions to make sure securities trading is fair, orderly, and efficient.

SPECIFIC CRITERIA

1. Bachelor's degree in Management/Information Systems.
2. Have basic knowledge of Finance, Capital Market is preferable.
3. Have basic knowledge of Project Management is preferable.
4. Familiar with Microsoft Office and technology
5. Calm, careful, diligent
6. Work Location in Head Office, Jakarta

TRADING SYSTEM OPERATIONS OFFICER

JOB DESCRIPTION

In this position, you will be responsible for carrying out the equity trading system operations as well as the management of securities trading data to ensure that equity trading is carried out in a fair, orderly, and efficient manner on every Exchange Day.

SPECIFIC CRITERIA

1. Bachelor's degree in Information Technology/ Information Systems/ Management.
2. Fresh graduates are welcome.
3. Have basic knowledge of Finance, Capital Market is preferable.
4. Have basic knowledge of Project Management is preferable.
5. Familiar with technology and experienced in data query.
6. Calm, careful, diligent
7. Work Location in Head Office, Jakarta

MEMBERS AUDIT OFFICER

JOB DESCRIPTION

In this position, you will be responsible of the implementation of periodic (routine) inspections and occasional (special) inspections of Exchange Members in accordance with the inspection schedule and procedures in order to minimize risks that may arise against customers, Exchange Members, and the capital market industry and ensure Exchange Members compliance with laws and regulations applicable in the capital market sector, including internal control procedures and operational supervision.

SPECIFIC CRITERIA

1. Bachelor's degree in Accounting
2. Have experience in Public Accounting Firms
3. Have knowledge of Accounting, Financial Statement Analysis, Auditing is preferred
4. Have knowledge of business process of SRO and Exchange Members is preferred.
5. Work Location in Head Office, Jakarta

IDX PROFESSIONAL TALENTS RECRUITMENT



INFORMATION SYSTEM AUDIT OFFICER

JOB DESCRIPTION

In this position, you will be responsible for carrying out IT Audits for all IDX's Members & Participants and ensuring their compliance with capital market regulations.

SPECIFIC CRITERIA

1. Bachelor's degree in Informatics/Information Technology/Computer Science/Information Systems/Accounting.
2. 2- 4-year experience in related fields.
3. Have knowledge of IT audit (General Control and Application Control).
4. Having knowledge of cyber security such as vulnerability assessment or penetration testing is preferred.
5. Have knowledge of IT standards or best practices (COBIT, ITIL, NIST, ISO 27000).
6. Having certification (CISA, CND, CEH, CHFI, COBIT, etc.) will be preferred.
7. Work Location in Head Office, Jakarta

TRADING SURVEILLANCE OFFICER

JOB DESCRIPTION

In this position, you will be responsible to monitor securities trading transactions to indicate the irregularities of transactions as quickly and accurately as possible so that the integrity of the capital market is maintained.

SPECIFIC CRITERIA

1. Bachelor's degree in Accounting / Finance
2. Having minimum 2 years experience in capital market industry will be preferred
3. Having strong analytical thinking, information monitoring, financial analysis and report writing skills
4. Having strong attention to detail
5. Comfortable working with large amounts of data at the same time
6. Work Location in Head Office, Jakarta

TRANSACTION INVESTIGATION OFFICER

JOB DESCRIPTION

In this position, you will be responsible for carrying out checks on securities trading transactions on the Exchange, which are indicated as not fair to create fair and orderly exchange trading.

SPECIFIC CRITERIA

1. Bachelor's degree in Accounting
2. Fresh graduates are welcome to apply / Experience a max of 2 (two) years
3. Strong in Financial Analysis
4. Strong analytical and problem-solving skills and sound judgment to identify issues and present creative and practical solutions
5. Knowing Capital Market Comprehension, Capital Market Law Regulation, and fundamentals of inspection techniques (audit)
6. Having the ability to make an Inspection Report
7. Work Location in Head Office, Jakarta

IDX PROFESSIONAL TALENTS RECRUITMENT



SURVEILLANCE SYSTEM AND INFRASTRUCTURE EVALUATION OFFICER

JOB DESCRIPTION

In this position, you will be responsible for carrying out monitoring application/ database development, including making business specifications, historical data collection, data analysis, and testing.

SPECIFIC CRITERIA

1. Bachelor's degree in Statistics / Mathematics
2. Fresh graduates are welcome to apply / Experience a max of 3 (three) years
3. Have knowledge of Stock Exchange Business and Operation/ Information System Program/ IT Fundamentals is preferred
4. Have knowledge of programming such as Python, SQL, VBA Macro, etc. is preferred
5. Having interest as a data analyst is preferred
6. Work Location in Head Office, Jakarta

APPLICATIONS DEVELOPMENT OFFICER

JOB DESCRIPTION

In this position, you will be responsible for conducting IT system development activities (planning, implementation, system migration, issue escalation resolution), preparing relevant product studies and tests, as well as setting up and maintaining information technology system development facilities to meet needs and support company business development.

SPECIFIC CRITERIA

1. Bachelor's degree in Computer Science, Informatics Engineering, Computer System
2. Experience 1 (one) to 2 (two) years in related fields
3. Strong in programming, IT Application technology knowledge, analytical and system design skills
4. Having good knowledge in SDLC, includes Agile Methodology
5. Having the skill and knowledge in programming, Software Development and Integration, and System Analysis
6. Work Location in Head Office, Jakarta

IT SERVICES - TRADING AND SUPPORT OFFICER

JOB DESCRIPTION

In this position, you will be responsible for carrying out operational management of the trading system and its supports including applications and infrastructure in DC and DRC with applicable standards to guarantee SLA (Service Level Agreement) to stakeholders. Review AB remote trading system and trading infrastructure and its support according to standards.

SPECIFIC CRITERIA

1. Fresh graduates are welcome to apply.
2. Bachelor's degree in Informatics Engineering / Information Systems / Computer Science / Computer Engineering / Electrical Engineering.
3. Have knowledge of OS Linux operations/ IT Infrastructure/ Information Security/ IT Service Management / IT Governance/ Data Center Management.
4. Having skills in application database operations and knowledge of basic scripting will be preferable.
5. Work Location in Head Office, Jakarta

IDX PROFESSIONAL TALENTS RECRUITMENT



NETWORK AND TECHNICAL SUPPORT OFFICER

JOB DESCRIPTION

In this position, you will be responsible for providing readiness of production system and infrastructure on Main Data Center and Disaster Recovery Center, supporting project test and production system deployment, IT security operation and monitoring, handling technical problems of trading & support system, as well as providing support for Exchange Member's system development and operation.

SPECIFIC CRITERIA

1. Bachelor's degree in Telecommunication Engineering/ Information Engineering/ Computer Science/ Computer Engineering/ Electrical Engineering.
2. Min. 1 year experience in relevant field.
3. Have knowledge in IT Infrastructure, IT Network, IT Security, IT Service Management.
4. Having skill in Linux & Window Server Administration, Visualization Technology and Cloud Computing, and Stock Exchange Business and Operation.
5. Work Location in Head Office, Jakarta

IT SERVICES - OFFICE AND BUSINESS OFFICER

JOB DESCRIPTION

In this position, you will be responsible for preparing business and office systems in accordance with SLA, including system evaluation and migration, as well as providing provisioning, implementation, and maintenance of business and office system infrastructure at the Data Center (DC) and Disaster Recovery Center (DRC).

SPECIFIC CRITERIA

1. Experience min. 1 years
2. Bachelor's Degree in Computer Science, Informatics Engineering, Computer System
3. Have knowledge of Operating System Management, Database Management System, Virtualization & Container Platform Management.
4. Having strong Application & System Management skills
5. Knowing the IT Fundamental, IT Infrastruktur, IT Service Management & GCG Principles Management
6. Work Location in Head Office, Jakarta

INFRASTRUCTURE MANAGEMENT - OFFICE AND BUSINESS OFFICER

JOB DESCRIPTION

In this position, you will be responsible for preparing business and office systems in accordance with SLA, including system evaluation and migration, as well as providing provisioning, implementation, and maintenance of business and office system infrastructure at the Data Center (DC) and Disaster Recovery Center (DRC).

SPECIFIC CRITERIA

1. Experience min. 1 years
2. Bachelor's Degree in Computer Science, Informatics Engineering, Computer System
3. Having of IT Network, Server Virtualization and IT Security (Offense/Defence) skills
4. Knowing the IT Fundamental, IT Infrastruktur, IT Service Management & GCG Principles Management
5. Work Location in Head Office, Jakarta

IDX PROFESSIONAL TALENTS RECRUITMENT



RISK MONITORING AND REPORTING OFFICER

JOB DESCRIPTION

In this position, you will be responsible for preparing and implementing risk management and governance as well as maintaining the implementation and conformity of the ISO 9001 Quality Management System, ISO 27001 Information Security Management System, and ISO 37001 Anti Bribery Management System in accordance with the company's policies.

SPECIFIC CRITERIA

1. Bachelor degree in Information Technology/ Engineering/ Accounting/ Economics.
2. Min 1 year experience in related fields.
3. Have knowledge of Risk Management and GCG Principles and Management is preferred.
4. Have knowledge ISO 9001, ISO 27001, and ISO 37001 is preferred.
5. Work Location in Head Office, Jakarta

HUMAN CAPITAL OPERATIONS OFFICER

JOB DESCRIPTION

In this position, you will be responsible for managing employee and industrial relation, employee well-being, and developing human capital policies.

SPECIFIC CRITERIA

1. Bachelor degree in any major (preferable Law)
2. Min. 1-year experience in Industrial Relations, and developing human capital policies
3. Strong skills in HCIS, labor law and regulations, employee relations
4. Having strong communication, negotiation and analytical skills
5. Passionate in people relations
6. Having knowledge in managing employee well being, and employee experience
7. Work Location in Head Office, Jakarta

TRADING SYSTEM PROJECT OFFICER

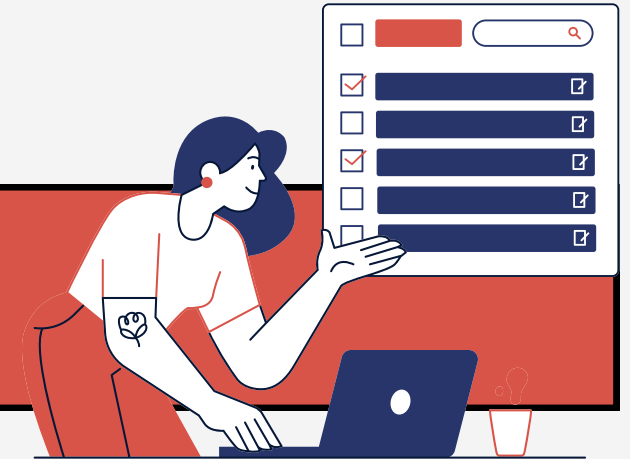
JOB DESCRIPTION

The role involves preparing and managing project documentation, arrangement of meetings coordination, project budget management, travel management administration, closely monitoring project task and actions, project progress monitoring and report preparation, and managing collaboration with other divisions to ensure effective project administration.

SPECIFIC CRITERIA

1. Min. Diploma Degree in Business Administration/ Secretarial/ Management.
2. Min. 2 years of experience in administration and secretarial field.
3. Have min. TOEIC Score 800.
4. Strong computer skills - Proficiency in MS Office (Word, Excel, and Power Point) and MS Windows.
5. Excellent organizational skills, good communications skills, and ability to work with people of all levels.
6. Good in report writing skills
7. Good planner & event arranger/management and budgeting
8. Work Location in Head Office, Jakarta

IDX PROFESSIONAL TALENTS RECRUITMENT



MEMBERS AND PARTICIPANTS REGULATIONS AND MANAGEMENT OFFICER

JOB DESCRIPTION

- Identify needs and prepare/update Exchange Regulations, Guidelines, and Policies related to Exchange Members, PLTE Participants, and SPPA Users in coordination with relevant parties.
- Prepare responses to the planned issuance and/or changes in Regulations by the Financial
- Services Authority or KSEI/KPEI related to Exchange Members and PLTE Participants, and coordinate with relevant parties.
- Identify the human resources development needs of Exchange Members, PLTE Participants, and SPPA Users, and develop training/workshop programs and implement human resources development in collaboration with relevant parties.
- Manage and maintain the database of Exchange Members, PLTE Participants, and SPPA Users

SPECIFIC CRITERIA

1. Bachelor (S1) – Economy or Management (Will be Preferred)
2. Min. 1 year of work experience
3. Have comprehensive knowledge on Capital Market
4. Having strong analytical and decision-making skills
5. Have ability in legal drafting
6. Work Location in Head Office, Jakarta

IT PROJECT MANAGEMENT OFFICER

JOB DESCRIPTION

In this position, you will be responsible for carrying out implementation, monitoring, and evaluation of IT projects so it will work in accordance with the planned time, scope, and budget targets.

SPECIFIC CRITERIA

1. Bachelor degree in Informatics Engineering/ Information Systems/ Computer Science/ Electrical Engineering/ Mathematics and Natural Science/ Industrial Engineering.
2. Fresh graduates are welcome to apply.
3. Have experience as an IT Project Management Officer is preferred.
4. Have knowledge of Risk Management / GCG Principles and Management / Information System (IS) Audit / IT Governance and Regulations / IT Service Management / IT System Architecture / and Vendor Management is preferred.
5. Work Location in Head Office, Jakarta

IDX PROFESSIONAL TALENTS RECRUITMENT



HEAD OF IDX REPRESENTATIVE OFFICE - WEST JAVA

JOB DESCRIPTION

This position is responsible for managing the IDX Representative Office and act as key point to provide capital market information by carrying out educational activities and maintaining good relationship with all stakeholders in specified area.

SPECIFIC CRITERIA

1. Bachelor (S1) - Economy (Will be Preferred)
2. Have work experience in a managerial position for at least 2 years in the capital market industry
3. Have comprehensive knowledge on Capital Market
4. Have excellent communication skills
5. Have extensive networking with stakeholders in West Java
6. Have negotiating skills with stakeholders
7. Work Location in Bandung, West Java

HEAD OF IDX REPRESENTATIVE OFFICE - EAST JAVA

JOB DESCRIPTION

This position is responsible for managing the IDX Representative Office and act as key point to provide capital market information by carrying out educational activities and maintaining good relationship with all stakeholders in specified area.

SPECIFIC CRITERIA

1. Bachelor (S1) - Economy (Will be Preferred)
2. Have work experience in a managerial position for at least 2 years in the capital market industry
3. Have comprehensive knowledge on Capital Market
4. Have excellent communication skills
5. Have extensive networking with stakeholders in East Java
6. Have negotiating skills with stakeholders
7. Work Location in Surabaya, East Java

HEAD OF IDX REPRESENTATIVE OFFICE - EAST KALIMANTAN

JOB DESCRIPTION

This position is responsible for managing the IDX Representative Office and act as key point to provide capital market information by carrying out educational activities and maintaining good relationship with all stakeholders in specified area.

SPECIFIC CRITERIA

1. Bachelor (S1) - Economy (Will be Preferred)
2. Have work experience in a managerial position for at least 2 years in the capital market industry
3. Have comprehensive knowledge on Capital Market
4. Have excellent communication skills
5. Have extensive networking with stakeholders in East Kalimantan
6. Have negotiating skills with stakeholders
7. Work Location in Balikpapan, East Kalimantan

IDX PROFESSIONAL TALENTS RECRUITMENT



TRAINER OF IDX REPRESENTATIVE OFFICE - BANGKA BELITUNG

JOB DESCRIPTION

This position is responsible for providing capital market information to stakeholders in specified area by conducting public education events (as a trainer) and maintaining good relationship with all stakeholders.

SPECIFIC CRITERIA

1. Bachelor (S1) - Economy (Will be Preferred)
2. Minimum 1 year experience in capital market industry or financial institution
3. Have a comprehensive knowledge on Capital Market
4. Have an excellence communication presentations and negotiation skills
5. Work Location in Bangka Belitung

TRAINER OF IDX REPRESENTATIVE OFFICE - JAMBI

JOB DESCRIPTION

This position is responsible for providing capital market information to stakeholders in specified area by conducting public education events (as a trainer) and maintaining good relationship with all stakeholders.

SPECIFIC CRITERIA

1. Bachelor (S1) - Economy (Will be Preferred)
2. Minimum 1 year experience in capital market industry or financial institution
3. Have a comprehensive knowledge on Capital Market
4. Have an excellence communication presentations and negotiation skills
5. Work Location in Jambi

TRAINER OF IDX REPRESENTATIVE OFFICE - CENTRAL SULAWESI

JOB DESCRIPTION

This position is responsible for providing capital market information to stakeholders in specified area by conducting public education events (as a trainer) and maintaining good relationship with all stakeholders.

SPECIFIC CRITERIA

1. Bachelor (S1) - Economy (Will be Preferred)
2. Minimum 1 year experience in capital market industry or financial institution
3. Have a comprehensive knowledge on Capital Market
4. Have an excellence communication presentations and negotiation skills
5. Work Location in Palu, Central Sulawesi

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