

PT. Sarana Multi Infrastruktur (Persero)
Geothermal Energy Upstream Development Project (GEUDP)

Terms of Reference for Financial Management Specialist (Project Management Unit)

Introduction

The Government of Indonesia is setting up a government-sponsored exploration drilling program in partnership with the World Bank under the Geothermal Energy Upstream Development Project (GEUDP). PT. Sarana Multi Infrastruktur (PT SMI) will be the implementing agency for the program based on the assignment from The Ministry of Finance of The Republic of Indonesia. From the technical point of view, The Ministry of Energy and Mineral Resources (Ditjen EBTKE and Badan Geologi) will take part actively in the program. The project will be funded by Clean Technology Fund (CTF) and Global Environment Facility (GEF) administered by The World Bank.

The program will focus on green field areas in eastern part of Indonesia, based on a recommendation from The Ministry of Energy and Mineral Resources (MEMR). This activity is carried out to accelerate renewable energy development in Indonesia and to promote sustainable development in energy sector. Four to five projects are expected to be financed under this program and including project activities such as geology/geophysics/geochemistry surveys, environmental and social study, infrastructure development, drilling, and well testing.

PT. SMI will establish a project management unit (PMU) based in Jakarta to assist the implementation agencies in project implementation. The PMU will ensure operational compliance with project manuals and the World Bank polices, as defined in the Grant Agreement, Project Appraisal Document, Project Implementation Manual (PIM), and applicable government policies. The PMU will also be responsible for ensuring effective inter-ministerial coordination between Ministry of Finance (MoF) and Ministry of Energy & Mineral Resources (MEMR), local government, as well as providing technical and coordination support to the Joint Committee during project implementation. The PMU will also be responsible to manage and supervise the Exploration Site Team which will be established and based in specific projects location.

The PMU will be led by Head of PMU, supported by a Project Manager with two Deputies for Operational and Planning/Administration. The PMU will include a team of specialized staff responsible for project management, procurement and contract management, financial management, project control, environmental safeguards and social safeguards.

Key Tasks

The Financial Management Specialist will report to the Deputy of Planning & Administration under Project Manager, and will be responsible for supporting financial management of the respective areas of the project assigned to him/her. He/she will also liaise closely with PT SMI's accounting and financial division in the performance of his/her duties. He/she will:

- Be responsible for the operation of the project financial management practice under the guidance of the Planning & Administration Deputy including compliance of financial management systems of PT SMI
- To support PT SMI accounting division in transaction input to the accounting system;

- Undertake quarterly and annual budget estimates and disbursement plans for the Project;
- Preparing quarterly Interim Financial Report (IFR) for the World Bank and periodic report on project's expenditures in-line with PT SMI procedure.
- Ensure accountability and promote the efficient use of financial resources allocated for the Project based on PT SMI and World Bank procedures;
- Prepare all the payment vouchers, maintain records, maintain records of assets and prepare all the reports under the supervision and guidance of the Planning & Administration Deputy;
- Ensure that procedures are in place to provide accurate, complete and timely financial information for managing and monitoring project activities;
- Support the Planning & Administration Deputy in dealing with PT SMI the External Audit Process, facilitate submission of financial report.
- Support the Planning & Administration Deputy in managing audit schedules of auditors for visit to project site/provinces (if necessary), obtaining audit reports of the agencies on time and
- Support the Planning & Administration Deputy to submit the consolidated annual external audit reports to the World Bank and/or PT SMI based on its respective guidelines and procedures as per the financial covenants.
- Support the Planning & Administration Deputy to liaise with the relevant authorities to obtain information on audit observations and corrective measures and prepare a consolidated response to the World Bank and/or PT SMI on project audit qualifications/exceptions.
- Support monitoring of financial aspect of procurement implementation as required;
- Support PT SMI finance division in managing the overall disbursement process and the preparation of required reports for submission to the World Bank and PT SMI based on each of institutions guidelines and procedures.
- Establish and maintain close links with the relevant institutions involved in the Project and ensure their compliance with all relevant requirements and the adherence to PT. SMI and World Bank procedures in implementing their work plans;
- Any other duties assigned by the Deputy of Planning & Administration.

Schedule

This is a full-time position. The service is initially for a period of one (1) year and is expected to start mid of September 2017. The contract is renewable, subject to satisfactory performance, for the duration of the project. There will be an initial performance review by the Project Manager and Planning/Administration Deputy after six months. Thereafter, there will be an annual performance evaluation.

Required Qualifications and Experience

- The specialist must have a minimum of Bachelor Degree in Accounting or Finance or Business Management, or other relevant field, having a Master Degree will be an advantage.
- Training in relevant fields (management, financial management, accounting) is preferable;
- A minimum five years of experience in the World Bank projects or foreign funded development projects or international financial management is preferable.

Professional Competencies

- Ability to read and write excellent English, and produce project reports in English for regular and continuous presentations to World Bank staff.
- Ability to guide and deliver the range of financial management activities required by the project.
- High level of computer literacy, including Word and Excel.