

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

**Terms of Reference for Project Administration Staff (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 Project Administration Staff (Project Admin) will report to the Project Manager and will be responsible for following duties:

- Operate PMU telephone switchboard by receiving, giving and dispatching office telephone communication to the relevant recipients
- Receiving and dispatching all office communication by e-mail, fax, post, diplomatic bag, etc.
- Distributes incoming traffic to the relevant recipients for action or information (assures copying and further distribution)

- Maintaining appropriate logs and chronological files of all written traffic as well as the general archive of the office
- Daily Check the incoming & outgoing mail on due time.
- Maintaining an updated address and phone lists of project counterparts, staff and all Implementing Agency staff working on the project
- Providing secretarial services as required by all member of PMU (i.e. write correspondence, phone calls, photocopies, etc.)
- Arranging appointments of the Head of PMU, Project Manager, and other PMU members
- Administrative support for the PMU
- Follow up logistical arrangement for PMU missions and other travel arrangements and maintain the mission log
- Organize travel arrangements and hotel bookings for PMU and visitors
- Organize workshop, seminars, meetings or public consultations
- Writing memo to internal PT SMI, letters to the external counterparts or minutes during meeting
- Carrying out any other duties assigned by the Head of PMU and Project Manager

### **Schedule**

This is a full-time position. The service is initially for a period of one (1) year and is expected to start in mid of March 2018. 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 after six months. Thereafter, there will be an annual performance evaluation.

### **Required Qualifications and Experience**

- Any bachelor degrees are welcome to apply.
- A minimum two years of experience in the World Bank projects or foreign funded development projects or international financial management is preferable.

### **Professional Competencies**

- Ability to read, speak and write excellent English and Bahasa, and produce reports in English and Bahasa for regular and continuous presentations to World Bank staff.
- High level of computer literacy, including Word and Excel.