

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

Terms of Reference for Site Manager
(Project Management Unit – Exploration Site Team)

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 and Infrastructure Financing for Geothermal Sector (Pembiayaan Infrastruktur Sektor Panas Bumi) administered by PT SMI

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 Exploration Project Manager and Operational and Planning/Administration Manager. 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. Under the Exploration Project Manager, there will be exploration management team, filled by specialist from Jacobs under the technical assistance from New Zealand Ministry of Foreign Affairs and Trade (NZ MFAT), and exploration site team, which are specialists in location specific that will be based on site.

Key Tasks

The Site Manager will report to the Exploration Project Manager based in Jakarta and will be responsible for following duties:

- Overall manager in charge of the site with respect to Safety, Environmental Issues, Government Relations, Community Relations, Industrial Relations and any other necessary external relations..

- Responsible of the management of site support services including accommodation, site procurement, transportation, communications, security, administration and financial services.
- Responsible for the maintenance of site support services, well pads and access roads, which are not currently occupied by the drilling contractor, with the support of the civil construction supervisory team.
- Oversee the construction process and responsible for the management of construction and drilling labor camps, with the support of contractor site representative.
- Responsible for warehouse management in the laydown area of any SMI owned materials and equipment
- Implementation of SMI's site safety, health and environmental policies and the Environmental & Social Management Plan (ESMP).
- As Kepala Teknik Panas Bumi – Responsible legally for the project site during drilling and reporting to EBTKE. The Site Manager must complete this course immediately upon appointment if he/she has not already done.
- Establishing and running the Community Grievance Redress System, and, in particular, acting as the first point of contact for any community raised complaints or issues and for subsequent resolution of such issues.
- Acting as a first point of contact for any recruitment of local staff on behalf of SMI or any site contractors.
- Preparation, in association with the Exploration Management Team, of a Traffic Management Plan, and subsequent operation of that plan in coordination with local police.
- Supervising and overseeing the direction of the project (or a package), ensuring that the project's specifications and requirements are met, reviewing progress and liaising with quantity surveyors to monitor costs.
- Liaising with the PMU, other construction professionals and, sometimes, members of the public (MEMR and Local Government).
- Coordinating and supervising construction workers.
- Making safety inspections and ensuring construction and site safety.
- Checking and preparing site reports.
- Maintaining quality control procedures.
- Finding ways to prevent problems and to solve any that crop up.
- Assessing and minimizing the project risk.
- Helping to negotiating contracts and securing permits and licenses for the construction of access road / infrastructure and drilling activities.
- The Site Manager will be mainly based at project site with necessary travelling to Jakarta with regard to his/her task.

Reports

The Site Manager reports to the Exploration Project Manager, based in Jakarta.

The following site staff report to the Site Manager:

- Safety Officer
- Environmental Officer
- Site administration, financial, clerical & accommodation staff
- Security
- Drivers

The Site Manager will works closely with the following:

- Construction Manager/Supervisor and staff
- Drilling Supervisor and staff
- Geology Manager and staff

Schedule

This is a full-time position. The service is initially for a period of one (1) year and 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 Exploration Project Manager after six months. Thereafter, there will be an annual performance evaluation.

Required Qualifications and Experience

- A bachelor degree from reputable university in any engineering study are welcome to apply, having a Master Degree will be an advantage. Education background from geothermal and/or oil and gas will be preferable.
- A minimum 15 (fifteen) years of experience in the relevant field or projects of geothermal and oil/gas. Experience in geothermal and/or oil and gas drilling are preferable.
- Having a certificate of “Kepala Teknik Panas Bumi” course would be an advantage.
- Having a certification on Geothermal Operation Supervisor or “Pengawas Operasional Panas Bumi” is preferable.
- Having a course certificate in relevant subjects include, surveying and civil engineering, construction engineering management, geothermal and/or oil and gas drilling management will be an advantage.
- Particularly strong people skills, able to communicate with, manage and motivate people at all levels, from staff to sub-contractors.
- Experience in coordinating multi-disciplinary activities and in an intercultural setting.
- Able to plan work well, and to be well organized, and prepared for responsibility and decision-making.
- In common with many other construction industry jobs, site manager will also need to be highly numerate with good IT skills, as well as good at solving problems.

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.