



Martabe Gold Mine is managed and operated by PT Agincourt Resources. The mine covers an area of 30 km² that falls under the sixth generation of Contract of Work (CoW) covering a total area of 1,639 km².

The resource base on 31 December 2017 includes 8.8 Moz of gold and 72 Moz of silver. Production commenced at Martabe on 24 July 2012. The operating capacity of Martabe Gold Mine is in excess of 5 mtpa ore to produce in excess of 300,000 oz of gold and 2-3 Moz of silver per annum.

PT Agincourt Resources engages more than 2,600 employees and contractors, with approximately 98% Indonesians, of which more than 70% were recruited from local people.

To strengthen the existing maintenance management team and to ensure the achievement of the company objectives, the Martabe Gold Mine is looking for candidate to fill the role:

SENIOR CONTRACTS & PROCUREMENT ADMINISTRATOR (PD 1901002)

This position will be based at Martabe Site in Project Development Department, working on schedule 4 Weeks on; 2 weeks off and reports directly to Project Manager.

The role of the Senior Administrator – Contracts & Procurement is to:

- Conduct contract development, contract monitoring, contract administration and compliance.
- Prequalification of suppliers, tender document preparation.
- Commercial evaluation of tenders & preparation of evaluation summaries.
- Tender clarifications.
- Recommendations for award, awarding and conforming of contracts.
- Administration of contract through to practical completion and closeout.
- Preparation of Procurement Plan and scoping, sourcing, and ordering project related equipment and materials.
- Ensure a consistent, integrated and reliable approach is applied to contacts and procurement processes.
- Delivering accurate and insightful reporting.
- Liaison with suppliers of goods and equipment and construction contractors in relation to projects.

Candidates for this role would be expected to have the following qualifications and experience:

1. Commercial degree in a related field, desirable Engineering degree in related field.
2. 12 years or more **Contracts Administration** experience in mining, mineral processing or heavy industry.
3. Professional qualifications in related engineering, business administration, law or similar.
4. Conduct contract development, contract monitoring, contract administration and compliance.
5. Prequalification of suppliers, tender document preparation,
6. Administration of contract through to practical completion and closeout.
7. Preparation of Procurement Plan and scoping, sourcing, and ordering project related equipment and materials.
8. Ensure a consistent, integrated and reliable approach is applied to contacts and procurement processes.
9. Delivering accurate and insightful reporting.
10. Liaison with suppliers of goods and equipment and construction contractors in relation to projects.
11. Setting up systems to record all interactions, variations, reporting, cost control, contract assembly and administration.
12. Excellent communication, leadership and influencing, negotiation skills.
13. Strong negotiation and analytical skills.



14. Proficient in the use of Pronto.
15. Strong planning preparation and execution skills
16. Ability to produce consistently high quality work within expected time frames.
17. High level of work ethic, be able to effectively communicate with all staff and display a high degree of respect to all stakeholders and their cultures.
18. High level competency in personal computer applications including Excel, Access & Project.

If you believe, you possess the skills, qualification and experience to fill in the position, please send in your CV complete with your **latest photograph** by quoting the position title & code on the email subject, no later than **January 16, 2019** to:
Human Resources Department – PT Agincourt Resources

PTAR.Recruiting@agincourtresources.com