



Martabe Gold Mine is managed and operated by PT Agincourt Resources. The mine covers an area of 30 km<sup>2</sup> that falls under the sixth generation of Contract of Work (CoW) covering a total area of 1,639 km<sup>2</sup>.

The resource base on 31 December 2016 includes 7.5 Moz of gold and 67 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 72% have been recruited from the area directly adjacent to the mine.

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:

## **CONTRACT ADMINISTRATOR (SCM 1902025)**

This position will be based at **will be based in Martabe Site and Contract Section in SCM Department, working on schedule 4 Weeks on ; 2 weeks off and reports directly to Contract Superintendent.**

The role of Contract Administrator is responsible to prepare and administer the activities of the PTAR Martabe contracting function and ensure commercial aspects of all contracting activities throughout all PTAR user departments are in accordance with company standards, policies and procedures, Indonesian Law and Martabe Mine Contract of Work. The Contracts Administrator must at all times ensure a high level of support is provided to user departments for contract bidding, negotiating, preparation, administration and management of Contracts while at all times applying an ethical, efficient, risk managed, consistent and cost effective approach at every stage of the process.

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

- 1. Graduate degree in business, law, engineering or equivalent.**
2. Minimum 3 years' experience in handling tender process, negotiation with Contractor related to Commercial and Terms & Conditions, Contract Drafting, reviewing Scope of Work (SoW), preferable in Mining industry.
- 3. Good communication skill and confidence in conveying ideas in both Indonesia and English.**
- 4. Eager to work under pressure, meet tight deadline, and very dynamic circumstances**
- 5. Able to work independently within minimum supervision and take necessary initiatives**
- 6. Own high integrity, ethic, good manner at work, and strong will to learn, perform and grow.**
- 7. Good interpersonal skill, Team Work Attitude, willing to be developed and receive suggestions/opinions during discussion.**
8. Sound understanding of relevant Indonesia business, legal system, company law, immigration, manpower, tax, importation, mines and energy regulations.
9. Familiarity with commercial aspects of Contracts with a well-developed knowledge of the mining or Construction industry.
10. Understanding of resource or construction industry processes and procedures.
11. Experience negotiating contracts with suppliers and subcontractors. Demonstrable ability to apply strategic vision to contracting strategy.
12. Well-developed computer skills to be able to implement and maintain effective processes and procedures.
13. Strong analytical capabilities and negotiating skills, sound business sense, advanced English language documentations skills with high attention to detail.
14. Have certificate professional in Contracts or Procurement and Supply Chain functions will be an advantage.
- 15. Female Preferred**



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 **March 11, 2019** to: **Human Resources Department – PT Agincourt Resources**

[PTAR.Recruiting@agincourtresources.com](mailto:PTAR.Recruiting@agincourtresources.com)