



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 1.303 km².

The resource based on 31 December 2018 includes 8.1 Moz of Gold and 69 Moz of Silver, with economic ore reserves of 4.5Moz gold and 34Moz silver. Production commenced at Martabe on 24 July 2012. The operating capacity of Martabe Gold Mine is 5.9Mtpa ore to produce in excess of 350,000 oz of Gold and 2-3 Moz of Silver per annum.

PT Agincourt Resources engages approximately 2,600 employees and contractors which more than 70 % have been recruited from South Tapanuli and other regions in North Sumatra.

PT Danusa Tambang Nusantara (PTDTN) is the majority shareholder of PT Agincourt Resources with a total 95% of the shareholding. The shareholders of PTDTN are PT United Tractors Tbk 60% and PT Pamapersada Nusantara 40%. These companies are part of the PT Astra International Tbk group. The 5% share ownership is owned by the Government of South Tapanuli Regency and North Sumatra Province (local governments).

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 ADMINISTRATOR - CONTRACT (SCM 2003017)

This position will be based at Martabe Site in SCM Department with 12 months contract duration, and reports directly to Superintendent Contract.

The Role of Senior Administrator - Contract 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. Bachelor Degree (preferable engineering background – industrial/mining/civil/equivalent)
2. Certification in supply chain will be an advantage.
3. Mandatory to have minimum 3 years exposure in contract drafting and tender process in mining/oil & gas/construction.
4. Able to actively communicate in English both written and verbal
5. Demonstrate reasoning or analytical ability to resolve contractor alteration request to PTAR standard contract template specifically the Terms and Conditions and In reviewing non-standard template
6. Liaise and deliver a constructive discussion with PTAR's Legal pursuant
7. Outstanding communication skills. Needs to communicate effectively with senior management, middle management and co-workers.
8. Confidence / a reasonable decision maker with justifiable basis.
9. Strong teamwork and analytical skills. Willing to receive constructive suggestions/critiques, not stubborn as only want to be heard and do not want to hear others opinion.
10. Ability to manage multiple concurrent tasks, work under pressure with challenging deadlines while delivering high quality results.

Jl. Merdeka Barat Km 2,5 Desa Aek Pining Batangtoru, Tapanuli Selatan - Sumatera Utara 22738

T: +62-634 370 330 F: +62-634 370 333

www.agincourtresources.com



11. Computer literacy. Should be experienced with MS Word, Excel, and Power Point. Requires basic understanding of Indonesian Contract Law.
12. Should be able to process information in the form of tender submittals and compile and present information during Contract evaluations and reviews.
13. Contract experience within a medium to large mining operation or Construction Company.
14. Demonstrate strong ethics in dealings with suppliers and or contractors.
15. Familiarity with commercial aspects of Contracts with a well-developed knowledge of the mining or Construction industry.
16. Understanding of resource or construction industry processes and procedures.
17. Experience negotiating contracts with suppliers and subcontractors. Demonstrable ability to apply strategic vision to contracting strategy.
18. Excellent time management skills.
19. Preferable female candidate.

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 26, 2019** to:
Human Resources Department – PT Agincourt Resources

PTAR.Recruiting@agincourtresources.com