

CARDNO EMERGING MARKETS (AUSTRALIA) PTY LTD
POSITION DESCRIPTION

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|------------------------|---------------------------------|
| Position Title: | General Affairs Manager |
| Reports To: | Operations & Compliance Manager |
| Location: | Jakarta |

1. Organisational Goals

Cardno Emerging Markets is a leading international development consulting firm specialising in the management of international aid projects. With over 750 staff worldwide, we are committed to improving the quality of life for people in developing countries while making an acceptable return to our shareholders.

2. Position Purpose

The General Affairs Manager will be responsible for the operation of the Program Support Offices for an AusAID-funded program

3. Principal Accountabilities
Accountabilities or Key Result Areas (KRA)

- Manage finance and office management tasks;
- Coordinate with HR Manager on related issues (e.g. Recruitment, Jamsostek, Health Insurance, NPWP);
- Establish program offices, including procurement and systems establishment;
- Work with Program Manager to ensure efficient function of administrative and financial processes;
- Oversee staff managing logistics and administration including travel, general operating procedures, procurement of office equipment, vehicle maintenance;
- Oversee and coordinate with Program Admin and Support staff based in Ministry of National Education and Ministry of Religious Affairs;
- Support subcontract tender processes;
- Negotiate rates with suppliers;
- Assist in preparing Reports;
- Work closely as needed with colleagues and technical advisors; and
- Other duties as reasonably requested related to the successful implementation of the program.

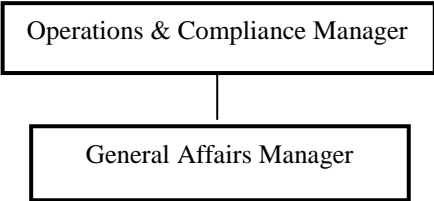
4. Key Selection Criteria
Essential

- Minimum 5-7 years of administrative/human resources management of international projects;
- Bachelor's degree in management/administration or related field;
- Excellent computer skills including Microsoft Word, Excel, Outlook;
- Excellent communication skills;
- Demonstrated ability to successfully manage staff;
- Demonstrated ability to work productively in a diverse, fast-paced environment;
- Fluency in Bahasa Indonesia and English (oral and written).

Desirable

- Experience working inter-culturally

5. Reporting Structure



| 6. Key Relationships | |
|-----------------------------|-------------------------------|
| Internal | Nature Of Relationship |
| Team Leader | Reporting |
| Finance Manager | Coordinating |
| HR Manager | Coordinating |
| Admin Officers | Subordinating |
| External | Nature Of Relationship |
| Suppliers | Partnership |