

HR 02: Terms of Reference

Work Unit Manager (Contracts and Legal)

National Remuneration Framework: ¹	Discipline Group A, Job Level 3
Counterparts:	MST - supporting whole of program team
Work Location:	Jakarta, Indonesia
Reports to:	Deputy Chief of Operations
Duration of inputs:	Full time – July 2022 to Feb 2023 (with possibility of extension)
Activity Budget:	MST

Summary of Expertise Required

The role of the Work Unit Manager (Contracts and Legal) is to provide guidance and management of Prospera's contracting processes for both procurement and recruitment and comply with Cardno contracting requirements as well as Prospera Operations Manual. This role will contribute to Program contracting requirements, including process improvement and innovation as well as maintain an update database on Prospera contracting. This role will contribute to the success of the Prospera MST team to support effective and efficiency facility implementation

Background

Prospera is a A\$145 million economic governance project, funded by Australia to support Indonesia achieve strong, sustainable and inclusive economic growth. The program is in its fifth year, building on two decades of Australia's steadfast support for economic development in Indonesia and is in process for an extension for a further three years. Prospera consists of over 200 long and short-term advisers and operations staff, and 16 Australian government partner agencies, offering Indonesia whole-of-government support blended with deep Indonesia networks and international expertise.

Scope of Services

The key roles and responsibilities of the position are to provide the following:

- Prepare and manage all contracts and their amendments for Prospera and Katalis staff, advisers and sub-contractor suppliers.
- Lead on and complete all required due diligence checks for staff, advisers and sub-contractor suppliers.
- Develop and draft contracts/amendments, using Cardno templates for Prospera and Katalis suppliers, including to set out contract requirements, scope of services and basis of payments according to approved TORs and financial proposals.
- Ensure approved scope of work and agreed financial proposals/fees are accurately translated into contracting templates
- Draft and develop all standard contract annexes to meet Cardno contracting requirements.
- Negotiate with preferred suppliers and preferred candidates on contracting clauses and contracting terms to ensure compliance with Cardno requirements but also consider project requirements for efficiency and quick implementation/commencement of services.
- Liaise closely and maintain effective working relationships with Prospera's and Katalis's HR team and the Procurement team to ensure efficient contracting procedures.
- Regularly review and revise and recommend changes to improve quality of contracting procedures to ensure on-going compliance and improved efficiency.
- Work closely and maintain good working relationships with the finance team and the program teams to track and monitor on time milestone and contractor payments.

¹ To be negotiated with the preferred candidate based on skills and experience and within funding limits.



- Provide coaching and training as needed on all contract development for the facility
- Maintain an electronic database of all contracts to support effective facility deliver and ensure managements and other support teams (Finance/HR&Procurement) have up to date access to contractor information.
- Implement all contract-related requirements as per Prospera and Katalis manuals, policies and other relevant guidelines.
- Ensure proper recording, filing, and storage of contracts and contract-related documents in shared folders.
- Contribute to briefings, reports and request for information on Prospera and Katalis.
- Participate in team meetings.
- Maintain harmonious relationships with Cardno and DFAT colleagues and suppliers.

Selection Criteria – Qualifications and Experience

We are looking for an individual who possess strong qualifications and experience to support (technical area) and policy making processes, including:

1. A minimum of five years' experience directly working in contract development and management
2. Solid experience in contract administration, grant management, fraud management, audits or project management.
3. A bachelor degree in legal, business management, public administration, project management or similar.
4. Experience on a donor-funded program, preferably DFAT-funded, and in donor-funded activities.
5. High-level computing skills, including word processing, spreadsheets, email and databases..
6. Strong communication skills, both verbal and written.
7. Enthusiasm to work as part of a dynamic team, to take responsibility for specific tasks, and the ability to deliver agreed tasks on time.
8. Demonstrate familiarity and understanding with the operational context in which Prospera operates;
9. Be flexible and ready to work in a fast-paced environment.
10. Excellent written communication skills with fluency in both Bahasa Indonesia and English (both written and oral).

Overview of Prospera

Prospera is a partnership between the Government of Australia's Department of Foreign Affairs and Trade and the Government of Indonesia's Coordinating Ministry for Economic Affairs. It aims to foster strong, sustainable, and inclusive economic growth in Indonesia.

Commencing from 1 March 2018, Prospera is a planned five-year investment. The program combines advisers who have extensive knowledge of Indonesia with those who have experience in the Australian public service or emerging markets.

Prospera aims to achieve three outcomes:

- Expanding markets, creating jobs – including building a robust private sector through a sound enabling environment; Growing jobs, capital and technology through trade and investment
- Safeguarding economic and financial stability – including ensuring a strong foundation for growth through balanced macro-financial policy; strengthening financial system integrity through supervision and literacy
- Improving public finances and government performance – including more revenue and better spending through improved policy and systems; improved government performance through data and public integrity bodies

The following standard requirements apply for all Prospera team members:

<p>Confidentiality</p> <p>Due to the sensitivity of much of the information the position will encounter, there is an obligation, pursuant to the contract of engagement to maintain full confidentiality of information and to not disclose this to third parties without the express written approval of Prospera. In some cases, a separate confidentiality agreement may be required authorising the review of sensitive material.</p>	<p>Conflict of Interest</p> <p>The team member will use her/his best endeavours to ensure that a situation does not arise which may result in a conflict of interest. Where a conflict of interest or a potential conflict of interest arises in the performance of the obligations under this Terms of Reference, the team member must immediately notify the Chief of Operations</p>
<p>Knowledge and Performance</p> <p>The team member will support Prospera's Knowledge, Performance and Learning team through reporting and communication products for knowledge capture and learning purposes. The team member will also support monitoring and evaluation through the supply of high-quality data, participation in data collection methods and preparation of case studies.</p>	<p>Diversity and Inclusion</p> <p>Prospera recognises the importance of embracing workplace diversity, specifically valuing the unique qualities, attributes, skills, and experience all employees bring to the workplace. Prospera is committed to supporting a positive work environment based on respect. These values should be reflected in the function and behaviour of all team members.</p>
<p>Code of Conduct</p> <p>The team member is to conduct themselves in a manner consistent with the <i>Public Service Act 1999</i> (Cth), (including the Australian Public Service Values and Employment Principles, and Code of Conduct) and the employer's professional standards.</p>	<p>Policy Compliance</p> <p>The team member will work within Department of Foreign Affairs and Trade policy and Prospera guidelines on gender, child protection, poverty, the environment, human rights, and governance</p>