



PT Kaltim Prima Coal (KPC) operates a coal mine in Sangatta East Kalimantan and is one of the largest export coal mines in the world. Coal Production target for 2008 is 46 mtpa and plan are underway for further expansion in 2009 and beyond to bring optimum economic return to the company and its stakeholder.

To support its expanding operations, a number of major infrastructure projects are to be developed and the capacity of existing facilities are to be significantly increased.

Opportunities exist for a seasoned, high caliber, professional to join the Company with **job assignment in Sangatta - East Kalimantan** for the positions of:

Mine Engineering

1. Mining Engineer

Main elements of the position description include:

- Design and prepare the Pit's drilling and blasting plan to optimize drill, shovel and backhoe equipment utilization, determine short term digging sequence and contribute to the effective operation of the site.
- Plan implement and evaluate explosive requirements to determine stock requirements and achieve blasting target within time, production and financial parameters.
- Oversee and inspect field work on a regular basis to check the accuracy of depth and tie up activities, adhere to agree safety guidelines and produce blasting report for review by management.
- Advise and guide staff on drilling and blasting initiatives within the PIT to raise their understanding of the issues, contribute to the achievement of Pit's coal production goals and address specific issues.
- Communicate with contractor to gather drill hole information, forward explosive requests, control the use of these material and effect agreed blasting plans/schedules.
- Keep up to date with the latest drilling and blasting technology.

Qualifications & Experience :

- Tertiary qualification (S1-degree) in mining engineering with a minimum 2 years experience in mining operations (preferably open pit experience).
- Knowledge of explosive, accessories and drilling equipment.
- Blasting certificates required by Indonesia law.
- Understanding of production sequences and requirements.
- Excellent Interpersonal and Communication skill (oral & written) in both bahasa Indonesian and English.

2. Dispatch Engineer

Main elements of the position description include:

- Oversee the operation and utilization of the Modular Mining Systems (MMS) by managing the implementation of new application developed in and interfaced with MMS-Dispatch system.
- Maintaining the system configuration, monitoring production and system data, monitoring hardware condition, resolving systems and utilization problems, training personnel etc to ensure that the system is operating efficiently.
- Ensure that the daily input of statistics for equipment without MMS installed is being entered accurately by monitoring data.
- Liaise with the shift dispatch supervisor and dispatcher at the start of day and afternoon shifts to discuss and resolve issues relating to the efficiency and productivity of the available fleet and to ensure they are aware of issues affecting dispatch such as changes to procedures, maintenance schedules, tire checks, equipment down, etc.
- Carry out inspections of the pit daily to maintain an up to date knowledge of the current pit configuration, and ensure current configuration is maintained in the system.
- Inspect GPS external aerials and their mountings and all associated system cabling for damage on equipment that is in for maintenance.
- Identify deficiencies in performances of the Dispatch Supervisor and/or Dispatchers and coach as required to ensure optimum performance across all shift.
- Advice Shift Production Superintendent and Dispatch Supervisor for the functionality MMS_DISPATCH system to ensure the DISPATCH personnel optimize the use of this system in efficiently manner.
- Generate reports daily on data such as over-trucking, under-utilization, data errors, etc, analyze and review, and in conjunction with pit production personnel and provide report on System software and hardware performance to Superintendent Mine Control.

Qualifications & Experience :

- Tertiary qualifications (S1) in Mining Engineering with 3 years experience in open cut mining operations preferably with field supervision, mine technical and dispatching experiences.
- Good knowledge of the MMS-DISPATCH systems and other Mine Control systems such as TPMS, VIMS, PLM etc. both technical and operational.
- Good understanding of the LINUX RHE 133 operating system and its utilities, MMS-Dispatch software, Communication protocols, computer networking, PC based software, and knowledge of dispatch hardware.
- Good knowledge of coal mining terminology and mine engineering term and definition.
- Excellent Planning, Analytical, Problem Solving and organization skills.
- Excellent Interpersonal and communication skill (oral & written) in both bahasa Indonesia and English.

Mechanical Engineering

1. Supervisor Maintenance

Key elements of the position include:

- Supervise the unit/work group including Original Equipment Manufacture/supplier and contractors to check that safety procedures are understood by all unit staff and in place.
- Plan the daily work schedule and order materials and parts required to enable client needs to be met and resources used efficiently.
- Report all accidents and incidents in the unit/work group to enable management to identify areas for improvement in work practices.
- Liaise with and coordinate field maintenance activities with other mine maintenance supervisors, planners and production personnel to resolve problems and set maintenance priorities.
- Liaise with the Supply Department to resolve issues relating to spare parts orders for non stock items, Application Parts List, reserves and cross reference Superintendent or Manger approves supply related issued.
- Liaise with Original Equipment Manufacture to resolve, identify, implement and improve service, product support and equipment problems.
- Contribute to the cost efficiency of equipment operations by controlling the use of consumable parts, components and labour in line with maintenance guidelines.
- Conduct periodic safety inspection to ensure all facilities and support equipment are still in KPC safety standard and conditions.

Qualifications:

- Minimum Senior High School with 8 - 10 years related experience including 5 years experience in Supervisory role.
- Good interpersonal and communication skills (Written and oral) in both bahasa Indonesia and English.
- Leadership, Supervisory, Problem Solving and Decision Making skills.
- Computer skill to enable use of the maintenance information management system.
- Knowledge of KPC maintenance procedures and environment control.
- Good Knowledge of KPC's policies & procedure and Prima Nirbhaya Safety Management system.
- Good Knowledge and understanding of Environmental Management Handbook.
- Sound knowledge of service manuals and parts books.
- Knowledge of Planning & scheduling and all stores.
- Possess "Pengawas Operasional Pratama" certification from Directorate General of Mining and Energy.

2. Senior Design Draftsman - Mechanical

Key elements of the position include:

- Carry out draftsman's work, i.e. preparing design drawing of a complete assembly in details for fabrication and equipment assembly.
- Check the work of draftsman and give corrections and directions to ensure as per KPC safety and engineering standard.
- Managed several drafters for all drafting activities and all drawings from contractors related to projects in CCD.
- Work together with engineers in order to practically solve engineering design-related problems to obtain an easily to construct, maintained, applicable, safe and economical result.
- Prepare 'as-built' drawings of equipment/constructions for future use.
- Input data of Work Order status into In Magic so that the concerned parties know the progress.

- Maintain data administration, i.e. inputting drawing index and updated drawing status into Ellipse Explorer, filing original 'as-built' drawings, maintaining measuring instruments and drafting equipment to keep files well arranged and support routine work.
- Maintain and follow KPC Safety and Engineering standards.
- Supervise, check and inspect mechanical equipment during fabrication and installation.
- Conduct inspection of new equipment, system and process as per standard specification or specified by the Superintendent and/or Mechanical Engineer.

Qualifications:

- Minimum Diploma 3 Mechanical or other related discipline with 10 years working or S1 Mechanical Engineering with 5 years experience as draftsman in project environment and/or bulk handling equipment and process. Experience in mining industry would be an advantage.
- Posses project management and contract administration skill.
- Good Leadership & People Management skills.
- Have good analytical and problem solving skills.
- Excellent interpersonal & communication skills (oral & written) in both bahasa Indonesia and English.
- Posses report writing and computer skills as well as computer literacy.
- Experience in mechanical standards, and fabrication, inspection and manufacturing techniques.
- Experience in mechanical installation techniques and standards.
- Experience in computerized drafting systems and AutoCAD operation.
- Computer literate especially MS Windows, MS Word, MS Excel, and MS Project, CMMS such as Ellipse Explorer and In Magic.
- Possess Driving license.

3. Mechanical Engineer

Key elements of the position include:

- Manage projects from design, estimation, tender and project execution to ensure customer requirements are satisfied.
- Identify and develop solutions to existing problems to improve equipment performance, availability, reliability, maintainability, safety and minimize/reduce costs and environmental impact.
- Direct contractors to ensure that work is completed on time, within budget and to an acceptable standard.
- Contribute to the selection of equipment by producing technical specifications and evaluations and performing inspection and commissioning services;
- Contribute on commissioning process for non KPC equipment (rental and contract of work).
- Provide designs for modifications and additions to heavy equipment to meet Prima Nirbhaya standards.
- Assist on preparation of Standard Operating Procedure (SOP) as required
- Contribute the calculation of Equipment Unit Cost, including replacement recommendation

Qualifications:

- Minimum S1 - Mechanical Engineering with 3 year experience in Maintenance or Heavy Equipment activities.
- Good mechanical knowledge of mining or heavy equipment, supply warehouse procedures and KPC maintenance policy manual.
- General computers skills such as MS Windows, Excel, Word, MS Project and MIMs.
- Good interpersonal and communication skills (written & oral) in both bahasa Indonesia and English

Occupational Health and Safety

1. Superintendent Safety Audit

Key elements of the position include:

- Plan and develop safety audit section business plan and budget annually in order to ensure that appropriate strategies and resources are in place which will support the achievement of maximum performance level of safety audit program.
- Develop and implement a staff development program to enhance the safety audit skill as well as general safety knowledge, skill, and experience of the full time and seconded auditors to ensure their level of competency before doing an audit
- Regularly review the Safety Audit Section performance, in conjunction with Manager, to assess

performance against critical task, resources and budget to monitor the effectiveness of the support strategy, cost and ensure that activities undertaken are consistent with Department and Division overall business plan and make changes as required.

- Implement and sustain an effective internal and external safety audit program for KPC Departments and Registered Contractors' to ensure their compliance to the prevailing safety regulation and KPC's safety standards/procedures requirement
- Proofread and approve all safety audit reports before they are distributed to KPC departments and Registered Contractors' managers and to Contractors' custodian managers to ensure the reports are developed to acceptable standard.
- Monitor and communicate to management on the findings of safety audit and highlighting any critical issues identified i.e. Poor audit result and serious breaching of Type of Work certificate
- Recommend to KPC relevant management that a contractor is to be suspended from working within KPC lease areas if it is evident from the safety audit result that safety in the contractor has been very poorly managed.
- Develop and provide a monthly report on the progress of the Safety Audit Section key activities to Manager Occupational Health and Safety.
- Provide information to relevant Registered Contractor Custodians on the progress of actions from the audit recommendation, and if a surveillance audit will be conducted.
- Liaise with KPC Managers and/or General Managers to ensure that seconded staff is regularly supplied by them.
- Identify, mobilize, coach and manage additional resources as required.
- Coordination with external consultants in conjunction with the safety audit program.

Qualifications:

- Minimum D3/S1 in Occupational Health and Safety Science or S1 degree in mining or relevant subjects with minimum 8 years experience in safety related roles within mining industry.
- Extensive knowledge and experience with the KPC Prima Nirbhaya Safety Management System and sound understanding on the Fatality Prevention Elements.
- Detailed knowledge of KPC and external policies, procedures and regulations impacting on safety.
- Sound interpersonal skills and English proficiency
- Advance reporting and presentation skills.
- Self-motivated and ability to work alone or in a team.
- Ability to facilitate/manage teams in the achievement of common goals.

2. Coordinator Safety and Training

Key elements of the position include:

- Develop and maintain an up to date knowledge of the standards and requirements of the Company's HSE policy and requirement based Prima Nirbhaya programme in order to be able to provide advice to pit management on its implementation within the department;
- Conduct safety inspection
- Ensure that all employees in the department are aware of KPC's PRIMA NIRBHAYA base HSE programme and that they have an understanding of their role in it;
- Take part in all accident/incident investigations to ensure that the correct process is used, that analysis is thoroughly carried out and that reports are correctly completed;
- Involve in Department safety audit;
- Take a part in various safety meeting, to update safety record and safety issues;
- Develop with the Supervisor and Superintendent and Training, weekly, monthly and annual training plans for employees that meet the requirements of the department, provide opportunities for personnel to develop competencies, are feasible and that will allow the optimal utilization of employee;
- Ensure that competency charts for employees are maintained up to date and that records are maintained of all training activities.

Qualifications:

- S1 degree in Occupational Health or Mining Engineering.
- Excellent presentation, Coordination and planning skills.
- Excellent knowledge of the Prima Nirbhaya programme in KPC and its applicability to the mining environment.
- Good knowledge of training and development programmes available and the systems and processes to be used to nominate personnel for that training and development.
- Excellent interpersonal and communication skills (Oral & Written) in both bahasa Indonesia and

- English.
- Computer skills in MS Windows, Excel, Word and PowerPoint to maintain records, produce reports and presentation materials.

Development

1. Manager Mine Planning

Key elements of the position include:

- Manage the short/medium to long term mine planning functions to comply with the board context statement and to maximize net present value of the resources/reserves.
- Generate JORC compliant Reserves Statements as required.
- Review and analyze systems, projects, equipment selections and operations and monitor performance against budgets and plans.
- Monitor the operational divisions and their compliance with the mine plan, track actual against plan and suggest techniques for achieving compliance.
- Recommend business improvements and technological upgrades to the General Manager Mining Development.
- Keep up to date with work issues, monitor the effectiveness of the department and the employees/tools used, maximize efficiencies and recommend improvements.
- Transfer skills, both managerial and technical, to subordinate staff, and to continue their development.
- Undertake specific project and development work as required to address technical and planning matters and to enhance the effectiveness of the department, the division and the operation, in particular with regards to possible expansion plans.

Qualifications:

- Tertiary qualification in Mine Engineering/Civil Engineering
- Extensive experience (10 years) and proven skills in mine planning; in particular involving open cut coal mining operations.
- Financial skills to handle capital appropriation, costing and budget responsibility, in particular with regards to economic modeling.
- Proven experience in managing Mine Planning teams.
- Superior written and oral communication, analytical, problem solving and report writing skills.
- At least 5 years in a Senior/Superintendent level role.
- Good Leadership and People Management skills.
- A commitment to KPC safety and environmental regulations.

2. Geologist

Key elements of the position include:

- Investigate all available data about the coal from the geological model.
- Generate plans, cross section and coal quality analysis and reserves data
- Interpret the geological data to determine where any anomalies in the data and to determine where additional data is required for resolving these geological anomalies and thus improving mining efficiency.
- Inspecting all aspect of the mining operation daily and reporting the results to the production supervisor with respect to geological problems and all other incidents that affect performance.
- Conduct or initiate additional sampling (i.e channel sampling, augering) all exposed coal to obtain additional quality data in areas with insufficient information.
- Conduct in-pit drilling in accordance with procedures to better define the limits of geological anomalies using either overburden or exploration drill and ensure the flow of this information to Senior Geologist.
- Assist Senior Geologist to obtain geological data from logging cuttings and cores, progressively interprets geological information, and assist in planning further work of modification of the current drilling program.
- Complete lithological chip, core and reconciled log using geophysical logs to ensure the lithology type and thickness are correct and accurately entered to the database.
- Ensure when reconciling the lithological logs that downhole geophysics are extensively used to correlate all coal seams within the borehole.
- Liaise with Drilling Supervisor regarding execution of the drilling program.

Qualifications:

- Graduate Geology (S1) from a recognized tertiary Institution with 2 years experience in geology exploration/mining.
- Working knowledge of ECS Minex and Map info Software.
- Good understanding of the quality and properties of the coal.
- Common sense basic bush/jungle survival skills
- Extensive software skills such as MS Project, MS Access and MS Excel.
- Ability to visualize the geological model in three dimensions
- Good leadership and interpersonal skills.
- Have driving license - SIM A and off road driving experience
- Good Interpersonal and communications skills in booth Bahasa Indonesia and English.

3. Geotechnical Engineer

Key elements of the position description include:

- Conduct pit slope stability analysis using available software;
- Together with Mining Engineer and pit supervisor conducted regular pit inspection
- Ensure day by day the mining activity follow geotechnical recommendation and assist in planning further modification of the current pit design;
- Gathers field data; progressively interprets geological information and assists in planning further work or modification of the current programme;
- Gathers geotechnical monitoring data; interpreted the result and inform to pit supervisor any indication of instability;
- Supervise geotechnical laboratory activity and ensure test procedure applied at all time;
- Liaise with the drilling supervisor regarding execution of the drilling programme

Qualifications & Experience :

- Tertiary qualification (S1) in Geotechnical / Engineering Geology or Mining Engineering or Civil Engineering graduate with 0 to 3 years in mining operation experience;
- Previous exploration experience would be of benefit;
- Basic knowledge and understanding of the quality and properties of the coal;
- Initiative in all aspects of the profession;
- General computers skills such as MS Windows, Excel & Word;
- Good interpersonal and communication skills (written & oral) in both bahasa Indonesia and English.

Finance and Accounting & Business Analysis

1. Superintendent Asset and Inventory Control

Key of elements of the position description include:

- Responsible for the management of Fixed and Lease Asset accounting activities to ensure that all company's property is correctly reported in compliance to the GAAP and other reporting standard. Lead in the regular process of asset validation initiatives to ensure that all fixed and leased asset are utilized properly.
- Responsible for the analysis and proposal for KPC management of the optimal treatment for items procured through the lease process to ensure that the company can optimize the financial and fiscal benefit from the transaction.
- Direct the process of reconciling inventory data in general ledger with the physical data in warehouse, analyze variances and propose rectification measures to Chief Financial Officer, Chief Operating Officer and Board of Director. Ensure that exposures on obsolete and excess part in stock are properly managed.
- Monitor technical accounting and fiscal issues including but not limited to accounting for fixed asset, lease asset, inventory and other relevant issues.

Qualification :

- Tertiary qualification (S1 degree) in Accounting
- Minimum 8 years experience in finance, accounting, ideally involving exposure to audit firms handling large corporate enterprises and/or the mining industry and covering all major accounting areas such as fixed assets, treasury, management reporting and costing.
- Excellent interpersonal and communication skills (Oral & Written) in both bahasa Indonesia and English.

- Computer skills in MS Windows, Excel, Word and PowerPoint to maintain records, produce reports and presentation materials.

2. Officer Accounting

Key elements of the position include:

- Review and input commercial & Tax invoice in Ellipse based on supporting document.
- Verify and process Contractor Invoice System from database to Ellipse (loaded invoice and uploaded journal).
- Manage and solve mismatch order invoices with Supply Department.
- Manage and unapproved invoice with end user.
- Identify and solve correction of wrong charge.
- Conduct creditor and prepayment General Ledger account reconciliation accurate and timely manner.
- Raise and post journal entries to Ellipse.
- Prepare advance payment and other manual payment form.
- Prepare and entry new/modify Supplier data in Ellipse.

Qualifications:

- Minimum Diploma 3 Accounting graduate;
- Minimum 2 years experience in account payable;
- Good knowledge of Accounting and Taxation procedures;
- Good Interpersonal and communication skills to handle Supplier or other section/department;
- Accuracy in data checking;
- Excellent to operate computer (Excel & Access)

3. Senior Business Analysis

Key elements of the position include:

- Provide accurate analysis of physical and financial data, reports and recommendations to support effective operating cost control and capital spending within the respective Divisions.
- Assist Managers and Superintendents within the operating divisions to optimize the cost efficiencies of their areas by coaching and supporting them on financial and commercial procedures and aspects of KPC business activities on an on-going basis.
- Coordinate and assist in preparing high quality quarterly forecasts and annual Plans.

Qualifications:

- Tertiary qualifications (S1 degree) in Accounting, Engineering or a Business discipline.
- Relevant work experience in manufacturing, mining or heavy engineering industries, encompassing a broad range of practical financial, production, maintenance, technical and people management issues.
- Strong analytical skills.
- Excellent interpersonal and communication skills (Oral & Written) in both bahasa Indonesia and English.

Civil Engineering

1. Senior Engineer - Civil

Key elements of the position description include:

- Evaluate equipment and resources and recommend the most appropriate method
- Investigate and analyze performance of existing operations or equipment with field studies, define performance parameters and highlight opportunities for improvement
- Compile initial drafts of CEA for major equipment purchases
- Prepare owner estimate cost for project and other. Owner estimate will use for project estimate, tender and price evaluate from contractor
- Cost control budget of project day per day
- Prepare, control and evaluate schedule of project and prepare the summary report
- Provide scope of work of project or contract and prepare all tender document

Qualifications & Experience :

- Tertiary qualification (S1 degree) in Civil Engineering
- Minimum 2 years experience in field work
- Understand mine planning software and the performance measurement system that are used on site
- Analytical, problem solving (must be able to check result in at least to, preferably three, different way)
- Excellent interpersonal and communication skills (Oral & Written) in both bahasa Indonesia and English.
- Computer skills in MS Windows, Excel, Word and PowerPoint to maintain records, produce reports and presentation materials.

Human Resources

1. Specialist Professional Development

Key elements of the position includes:

- Analyze training and development needs and priorities
- Deliver professional development programs for KPC employees to raise competence and performance levels.
- Demonstrate and encourage implementation of KPC business improvement, HSE, vision and mission in training activities.
- Monitor progress of course participants during training sessions and provide appropriate feedback to ensure learning outcomes are being met.
- Asses course participants to ensure learning outcomes have been met.
- Provide feedback on course content to the Superintendent to facilitate improvement of training programs.
- Resource and/or develop leadership and management training materials.
- Liaise with customers as required to provide information on training programs and to gain feedback related to training activities.
- Support implementation of KPC employee development system.

Qualifications:

- Minimum S1 degree in Human Resources, Psychology, Education or other related field.
- Minimum 5 (five) years relevant professional experience.
- Strong facilitation and presentation skills to conduct leadership and management training program.
- Knowledge of principles and current approaches to staff development and adult education technique.
- Fluent communication skill in both English and Bahasa Indonesia.
- Excellent relationship management, time management, analytical thinking and problem solving skills.
- Sound computer skills in MS Office and other popular applications.

2. Specialist Employee Communication

Key elements of the position includes:

- Attend and run two way communications at concerned department through communication session.
- Attend discipline committee meeting to discuss actions to be given to employee who conducts violation against company regulations that leads to termination.
- Terminate employee, based on either the decision of the discipline committee meeting or employee's personal preference or other consideration.
- Make suggestions to Superintendents or Managers concerning company or manpower regulations/policies, Collective Labour Agreement and employment regulations to prevent infringement/violation towards the implementation of employment policies.
- Represent the company in a dialogue or discussion to settle employment dispute at the Regional Office of the Manpower Department, or with the Committee for Employment of the Directorate General Mining, the Industrial Relation Court, or at Supreme Court to provide information regarding company's point of view.
- Provide information to relevant agents (Superintendents or Managers) concerning expire date of probation or contract expire periods of an employee so that there is not any delay of decision making concerning extension or modification of contract or termination.
- Observe disciplinary actions applied in each unit so that the given actions meet prevailing standards.
- Represent the company in accompanying sick or dead employees due to illnesses or accident to their families, and manage the required documents (death certificate, life insurance certificate, or death certificate from the police).
- Gather employees complaints to be considered and resolved based upon agreement and consensus to the

- agreed Collective Labour Agreement.
- Prepare monthly report on each activity within the Section and submit it to Employee Communication Superintendent to be acknowledged.
- The position can decide everything under a condition that the decision should be taken in conjunction with the prevailing Collective Employment Agreement (CEA) and employment regulations.

Qualifications:

- Minimum S1 degree (in Law, Sociology, Psychology or Mass Communication) or senior high school with 5 years working experience in employment field.
- Mature personality and able to resist pressure.
- Able to control resentment, be patient, and possess good sense of humors.
- Understand Employment Regulations in Indonesia.
- Maintain good relation with KPC employees, officials from the Department of Manpower, the Industrial Relation Court, and Supreme Court.
- Attend updated employment courses conducted by the Department of Manpower.
- Have attended public relations and manpower management courses.
- Possess driver's license.
- Excellent interpersonal and communication skill (written & oral) in both bahasa Indonesia and English.

3. Officer Industrial Relations

Key elements of the position include:

- Process the administration of terminated personnel (either due to resignation, non-compliance, sickness or pension) in accordance with Collective Employment Agreement and make Employee Status Notice and Employment notice, Termination agreement, and settlement of all loans and borrowed articles to have clearance from the company.
- Conduct an interview to the employees to dig out the background reasons of any employment matters, such as resignation, abuse, complaints, prolong sickness.
- Submit notice (Fixed Term Contract or Probation Period Form) on 1 month notice to Superintendents or Managers concerning expiry of probationary period or contract of their employees in order to determine their statuses and process employee termination if the contract will not be extended.
- Prepare of Employee Retirement Data and submitted to Superior as the bases for decision making.
- Maintain transgression data of the terminated that would be used to evaluate similar employment case in the future to be on the right tracks and consistence decision.
- Prepare statistical weekly and monthly report such as Employee Warning Status, Employee Turn Over, Employment Agreement (status of permanent and extension contract), Employee Sickness (WRP, MFR, Prolonged Sick) and other IR activities.

Qualifications:

- Diploma 3 with 3-5 years or Senior High School with 5 - 10 years working experience in personnel matters.
- Have sound knowledge and understanding of Employment Regulations, especially those concerning termination and employment processing.
- Excellent interpersonal and communication skills (oral & written) in both bahasa Indonesia and English.
- Able to operate application software program is a must.

Supply Chain

1. Superintendent Contract

Key elements of the position include:

- Develop contractual documents for customers requiring work to be done by contractors by investigating and analyzing the scopes of work and agreeing on appropriate time, cost, safety, legal and environmental limits and standards.
- Develop documentation for the tendering process and ensure appropriate companies are invited to tender.
- Develop contractual documents for major purchases by liaising with customers on their needs and drawing up the documentation according to KPC's standards.
- Optimize the balance between quality of product or services provided and costs to the Company by liaising with customers, contractors and suppliers and reflect in work scopes and contract documents.
- Analyze and standardize rates for on a regular basis and recommend amendments when required.

- Develop Agreement/Framework of contract management in accordance with the strategies developed for certain suppliers.
- Facilitate the tendering process for all major works
- Manage the registration of all on-site contractors by ensuring that all relevant government regulations have been adhered to and that appropriate documentation such as Professional Appointments has been developed to KPC's requirements.
- Manage the central registration and reporting of all contracts and agreements and ensure the data base is maintained up to date.
- Manage the files and data relating to suppliers to ensure that records are maintained accurately and kept up to date.
- Liaise with customers to understand key elements of contractor performance and to identify performance criteria and develop methods to measure and manage that performance.
- Manage the section's budget to ensure that all activities are conducted within financial parameters.

Qualifications:

- S1 degree in Engineering or Commercial or Law with at least 5 years experience in Contract Service. Construction/Mining Service is preferable.
- Knowledge of the development or contractual documentation and process
- Excellent interpersonal & communication skill (oral & written) in English and Bahasa Indonesia.
- Good analytical and negotiation skill
- High commitment to safety and environmental regulations.

Tradesperson Mechanical - Electrical, Operator Heavy Equipment & Fire Fighter

1. Tradesperson Mechanical

Tugas-tugas mencakup:

- Melakukan perbaikan dan penggantian komponen alat-alat berat tambang seperti: Haul Truck, Loader, Dozer, Grader, Excavator dan lain-lainnya.
- Memeriksa dan meneliti kondisi alat saat di workshop untuk mengidentifikasi gangguan atau kerusakan agar alat dapat segera diperbaiki dan dapat kembali dioperasikan.
- Memeriksa dan meneliti penyebab terjadinya kerusakan pada alat dan melaporkannya kepada atasan.
- Melakukan perbaikan dan mengatasi problem teknis yang timbul sesuai arahan Leading Hand/Supervisor.
- Memecahkan masalah dan memperbaiki peralatan di lapangan atas perintah supervisor atau leading hand.
- Melakukan pengecekan harian dan melakukan perbaikan baik major maupun minor.
- Mematuhi peraturan dan prosedur kerja perusahaan, khususnya yang berkaitan dengan prosedur keselamatan dan kesehatan kerja serta kebersihan lingkungan kerja.

Kualifikasi:

- Minimum Diploma 3 Mesin atau SLTA dengan pengalaman 3 tahun dalam menangani perbaikan dan perawatan alat-alat berat tambang seperti Haul Truck, Dozer, Loader, Grader, Excavator dll.
- Dapat berbahasa Inggris untuk membaca dan memahami part book dan service manual alat.
- Mampu menggunakan SIS & Link-one adalah satu nilai lebih.
- Umur dibawah 40 tahun.

2. Tradesperson Electrical

Tugas-tugas mencakup:

- Memeriksa dan memastikan kembali mesin saat di workshop untuk memastikan bahwa tidak ada gangguan listrik agar alat dapat segera diperbaiki dan dapat kembali dipergunakan.
- Memecahkan masalah dan memperbaiki peralatan di lapangan atas perintah supervisor atau leading hand.
- Memberitahukan ke Supervisor apabila persediaan suku cadang alat di workshop menipis.

- Memperbaiki atau mengganti Wiring system jika ditemukan adanya peningkatan pada saat Over Hauls.
- Berkontribusi dalam hal safety dengan mengikuti prosedur safety dengan benar untuk menghindari gangguan atau lost time karena terjadinya kecelakaan atau tidak berfungsinya mesin dengan benar.
- Melakukan pengecekan harian dan melakukan perbaikan baik major maupun minor.

Kualifikasi:

- Minimum Diploma 3 Listrik atau SLTA dengan pengalaman 3 tahun dalam menangani perbaikan dan perawatan alat-alat berat tambang seperti Dozer, Loader, Grader, Excavator dll.
- Memiliki pengetahuan dasar Automotive Electrical 12 - 24 volts, Electromagnetic, dan Digital Analog Control System, Kabel dan Instalasi, Electric Schematic.
- Dapat berbahasa Inggris untuk membaca dan memahami diagram listrik dan manual alat.
- Memahami dengan baik Safety dan Standar Operating Procedur.
- Memiliki pengalaman dan berkompeten dalam menggunakan peralatan Test & Pengukuran.

3. Operator Heavy Equipment

Tugas-tugas mencakup:

- Mengoperasikan dump truck atau alat berat sesuai dengan prosedur yang ditetapkan oleh perusahaan.
- Memeriksa setiap bagian alat dengan mengisi kartu inspeksi alat pada saat awal pergantian shift untuk memastikan bahwa alat yang akan dioperasikan/ dikendarainya dalam keadaan tidak rusak.
- Memahami dan mematuhi rencana kerja harian yang diberikan oleh Supervisor pada saat memulai shift.
- Menjalankan alat dengan aman dan se-efisien mungkin untuk memenuhi target produksi.
- Melaporkan setiap masalah kepada Supervisor agar masalah tersebut bisa dapat segera diatasi.
- Mengisi kartu penggunaan alat pada akhir shift untuk melaporkan waktu penggunaan alat, kerusakan alat, jenis muatan dan alasan-alasan yang membuat alat terpaksa tidak dapat dioperasikan untuk beberapa saat.
- Memahami dan mematuhi prosedur keselamatan kerja yang berlaku di KPC.

Qualifications:

- Minimum SMA atau sederajat dengan pengalaman minimum 3 tahun dalam mengoperasikan dari salah satu unit (Cat 777, Cat785 atau HD 785).
- Mampu berkomunikasi dengan bahasa Indonesia yang baik dan benar.
- Mampu mengoperasikan radio 2 arah maupun dispatch system.
- Lulus test kesehatan sesuai dengan standar perusahaan.

4. Fire Fighter

Tugas-tugas mencakup:

- Memonitor semua telpon & panggilan radio untuk situasi darurat.
- Menghubungi semua pihak yang berkepentingan termasuk, security, safety dan tim medis apabila ada kecelakaan atau kebakaran atas perintah atasan.
- Melakukan pengecekan setiap 3 bulan sekali semua system pengamanan kebakaran seperti deluge systems, fire extinguisher, fire hydrants, fire pumps dan water supplies di lingkungan KPC dan Kontraktor secara periodik.
- Mengeluarkan ijin yang berhubungan dengan fire system, dibawah Red Tag System sehingga perbaikan atau modifikasi dapat di lakukan sesuai standard dan prosedur yang berlaku.
- Melakukan simulasi kebakaran dan penyelamatan darurat.
- Melakukan perawatan dan pengecekan kondisi darurat bangunan/kantor setiap minggu untuk memastikan bahwa bangunan dan isinya dalam kondisi yang baik dan sesuai fungsinya.
- Mengoperasikan truk pemadam kebakaran dan bersiap di airport pada saat pesawat akan mendarat dan tinggal landas.
- Memonitor dan merawat perlengkapan pemadam kebakaran seperti Fire extinguisher cilindres, hidrants dll.

Kualifikasi:

- Minimal SMA atau sederajat dengan pengalaman 3 tahun dalam penanganan kebakaran dan situasi darurat.
- Telah mengikuti pelatihan Basic First Aid, CPR & Radio Communication.
- Dapat berenang.
- Memiliki SIM A dan SIM B1.
- Dapat berkomunikasi dalam bahasa Indonesia yang baik dan benar.
- Mempunyai kemampuan Bahasa Inggris minimal level 2

- Memahami standard Prosedur keselamatan kerja di KPC.

Remuneration:

This is a challenging career prospect and a very competitive remuneration & benefit package will be offered to qualified candidate.

If your background meets these requirements, forward your resume (including details of present position & remuneration, your latest color photograph) no later than 10 days after the date of this advertisement to the following address:

The Superintendent Recruitment
PT. Kaltim Prima Coal, PO BOX 620
Balikpapan 76106, Kalimantan Timur
E-mail: recruitment@kpc.co.id

ONLY QUALIFIED APPLICANTS WILL BE NOTIFIED!