



Conditions of Engagement

AIS Project Manager

The appointed Project Manager should provide a seamless and appropriate level of management prior to, and throughout the life, of any assigned project. This will include but may not be limited to the following;

1. Preliminary

- a. Work together with the AIS Business Manager to clarify all current planning determinations, easement restrictions, covenants, caveats or other such instruments that pertain to further development of the Pejaten and Kemang sites.
- b. Arrange for the preparation of site plans and drawings that show where future improvements and capital works might take place taking into account all current planning determinations, easement restrictions, covenants, caveats or other such instruments that pertain to further development of the Pejaten and Kemang sites.
- c. After consultations assist with the preparation of a Master Plan for the future of the Pejaten site that reflects the project priorities of the AIS Buildings and Grounds Committee. The Master Plan should identify phases that might be commissioned, as required, over the next five years.
- d. After consultations assist with the preparation of a Development Plan for the future of the Kemang site that includes a feasibility study on the construction of a 25 metre swimming pool and associated improvements and any other projects prioritised by the Building and Grounds Committee that might be required in the next five years.

2. Project Inception

- a. Assist in preparing and developing the Project Brief and Project Charter for approval.
- b. Develop project strategy. Devise project program and timeline. Select project team members and establish project management structure.
- c. Arrange any further feasibility studies, reports, geotechnical surveys or topographical surveys necessary to provide input into the design process.

3. Consultants

- a. Develop consultant briefs.
- b. Seek quotations. Review and participate in appointment of consultants.
- c. Oversee, coordinate design process and prepare minutes of meetings.
- d. Select and/or advise on an appropriate procurement and purchasing system.

4. Contractors

- a. Oversee contractor pre-qualification and tender process
- b. Evaluate tender submissions
- c. Participate in contractor selection and appointment
- d. Organise and implement project control systems
- e. Supervise, monitor and report progress
- f. Approve materials
- g. Issue Health and Safety procedures
- h. Authorise payments
- i. Monitor budget and variation orders. Develop the final account.
- j. Arrange commissioning, As-built documentation, O&M manuals and maintenance procedures

5. Reporting

Submit monthly progress reports throughout the life of each project including preparation of project schedule, and forecast final cost and any factors that could negatively or positively influence the final cost or time for completion of the project.

6. Facilities Management

Establish facilities management / maintenance procedures and engineering team.

7. Close Out

Produce the final account and close out report.

Appointment Criteria

AIS Project Manager

Applicants for the position of AIS Project Manager should be able to demonstrate that they can provide a seamless and appropriate level of management prior to, and throughout the life, of any assigned project.

The applicant must be able to produce evidence and be prepared to respond at interview to the following selection criteria. The successful candidate must be able to demonstrate;

1. Consultations with Stakeholders

- a. Ability to consult with all major stakeholders including the AIS Yayasan Board, School Board, Business Manager, Principal, Heads of School, teachers and parents.
- b. Preparedness to respond to proposals and suggestions put forward by various parties both expert and inexperienced in terms of building design and construction.
- c. Experience in explaining design plans and technical drawings to the end user of the spaces being created and a willingness to work with end users to achieve a balance between their ideal space and any physical or budgetary limitations.
- d. Communication and interpersonal skills commensurate with the demands of dealing with stakeholders, government authorities, builders and contractors.

2. Planning

- a. Willingness to work together with the AIS Business Manager and his local government contacts in matters relating to planning determinations and subsequent development restrictions placed upon the site(s).
- b. Experience in dealing with local planning authorities and working with them to reach agreement about the positioning and scale of permitted construction.
- c. Access to local consultants, advisors, interpreters or other Indonesian national personnel that might be necessary in relation to permit applications, construction approvals or inspections that may be required.
- d. Ability to produce preliminary working drawings and plans that can be readily comprehended by end users and a readiness to amend or redesign as required.

3. Builders and Contractors

- a. Ability to develop builder's and consultant's briefs and related tender processes
- b. Knowledge of local builders and contractors, the quality of their work and their ability to complete projects within the agreed time frame.
- c. Ability to oversee and monitor the work of builders and contractors so that proper standards of construction are maintained, costs are controlled and that their agreed contribution to the project is completed on time.

4. Maintenance

- a. Ability to produce Operation and Maintenance manuals, as-built documentation and put in place a program of on-going maintenance that ensures the future integrity of all buildings and installations.

Appointment Process & Timeline

The appointment of a Project Manager for AIS will follow the following process and timeline.

Our intention to appoint a Project Manager will be announced on the AIS – Indonesia website and all Project Management firms or individuals previously expressing an interest will be emailed with the relevant details and documents.

The position will be posted on the AIS-Indonesia website on Friday 17 April, 2009.

All applicants will be directed to respond using the following guidelines,

- a. Conditions of Engagement
- b. Appointment Criteria

Written applications may be sent as hard copy addressed to

The Principal
AIS-Indonesia
Jalan Kemang Timur, 81
Kemang 12730
Jakarta Selatan

or as an email attachment with covering letter to

bruce.ferres@ais-indonesia.com

by the close of business on Tuesday 28 April, 2009.

Applicant requiring more time may request an extension.

All applications will be reviewed by the Buildings and Grounds Committee and the School Board. Short-listed candidates may be invited to give a presentation in support of their applications.

The successful candidate will be announced before May 27, 2009.