

POSITION: Contract Officer
REPORTS TO: Head of Finance
CAMPUS: School Wide

PURPOSE

Reporting to the Head of Finance, the Contract Officer will be responsible for drafting and maintaining all contracts managed by the Business Office and/or other divisions. This role is essential to ensure the school secures agreements with third parties, manages claims, ensures the fulfillment of supply products and services, and administers contracts properly to meet the school's objectives.

QUALIFICATIONS, EXPERIENCES & ATTRIBUTES

- Bachelor's degree in Finance, Business Administration, Law, or a related field.
- Minimum of 3 years of experience in contract management or a related field.
- Proven track record in drafting, negotiating, and managing contracts.
- Experience in an educational institution or similar setting is an advantage.
- Strong attention to detail and organizational skills.
- Excellent communication and interpersonal skills.
- Ability to work independently and as part of a team.
- Proficiency in word processors such as Microsoft Word or Google Docs.
- Strong analytical and problem-solving abilities.
- High level of integrity and ethical standards.
- Ability to handle sensitive information with confidentiality.
- Successful experience in collaborating with others, working in a team, and liaising with other departments
- Clear commitment to Child Protection, safety, service learning, and environmental stewardship

DUTIES AND RESPONSIBILITIES

- Drafting Contracts:
 - Create draft contracts promptly, ensuring all verified information from the Procurement Manager or Finance and Accounting Manager and other parties is accurately entered, including the scope of work, technical details, terms and conditions, price, payment terms, vendor performance evaluation, and vendor legal and bank information.
- Liaison Responsibilities:
 - Coordinate with the Purchasing Department and vendors to complete contracts, ensuring all necessary attachments such as approved Purchase Orders, work schedules, designs/plans, and warranties are included.
 - Act as an intermediary between vendors and the Head of Finance or CFOO/COO to finalize contract terms and conditions and address proposed changes from vendors.
- Support and Documentation:
 - Provide necessary supporting data to the Head of Finance, or CFOO/COO for contract review and settlement, including previous contracts, comparison of terms and conditions, past payments, and price analysis.
 - Assist in preparing Letters of Intent (LOI) and amendments to contracts independently.
 - Support the Head of Finance or CFOO/COO in preparing management letters to vendors concerning performance evaluations, appreciations/complaints, approvals/refusals, claims, issues, and warning letters.
- Meeting Participation:
 - Attend final negotiation meetings between JIS Representatives, the Business Office, and vendors, if requested, to ensure all terms, specifications, prices, payment terms, and other important agreements are accurately documented in the contract.
- Contract Management:

- Assist other divisions in preparing their contracts/amendments, ensuring compliance with standard contracts and Business Office financial procedures.
- Arrange for the signing of contracts by JIS Management and vendors and ensure proper delivery of contracts.
- Continuously support post-contract processes by verifying related invoices to ensure payments align with contract terms.
- **Monitoring and Compliance:**
 - Inform the related parties of contract expirations, potential discrepancies in contract implementation, or other contract issues.
 - Work with the Business Office Administrative Assistant to ensure all contracts and relevant documents are orderly and methodically filed, both in hardcopy and softcopy formats.
 - Collaborate with the Business Office Team on the documentation of housing contracts, insurance, and car loans.
- **Record Keeping and Updates:**
 - Maintain and systematically update the List of Contracts, providing regular updates to the Head of Finance and CFOO/COO.
 - Stay informed about new regulations regarding stamp duty, taxation, and related subjects.
 - Continuously improve skills in English, computer literacy, and word processing programs.
- **Additional Responsibilities:**
 - Embrace the JIS Learning Dispositions of Resilience, Resourcefulness, Relating, and Reflectiveness.
 - Perform other related duties and assume additional responsibilities as assigned by the Head of Finance or CFOO/COO, including participating in school activities or events and attending workshops organized by JIS.

TO APPLY

Please send your cover letter, resume, and 3-5 list of professional references to recruitment@jisedu.or.id