



*pt. gearindo prakarsa*

CONSTRUCTION, ELECTRICAL, MECHANICAL



## **PROJECT SERVICES & CONTRACT MONITORING OFFICER**

Send your application to:  
[recruitment@gearindoprakarsa.co.id](mailto:recruitment@gearindoprakarsa.co.id)

# OPEN RECRUITMENT

We are looking for talented individuals to be assigned to one of our clients, an established oil and gas company with operation area in East Java. This is an exciting opportunity to be part of a dynamic and challenging industry, playing a vital role in the energy sector. If you're ready to take the next step in your career, apply now!

**Apply Now!**





# PROJECT SERVICES & CONTRACT MONITORING OFFICER

## LOCATION: OFFICE - JAKARTA SELATAN

To support project delivery by performing project services and contract monitoring activities in accordance with approved contracts, SKK Migas regulations, and company policies, ensuring contract compliance, proper documentation, and readiness for internal and external audits.

### Key Responsibilities:

1. Perform contract administration and monitoring activities in accordance with approved contracts, SKK Migas guidelines, and company procedures.
2. Monitor contractor performance, progress, and deliverables against contractual scope, schedule, and commercial terms.
3. Support contract variation, amendment, and claims administration in compliance with governance and approval requirements.
4. Verify contractor invoices, progress claims, and supporting documents prior to payment processing.
5. Ensure completeness, accuracy, and proper filing of project and contract documentation for audit purposes.
6. Coordinate with project, procurement, finance, and legal teams on contract compliance matters.
7. Support cost control, budget monitoring, and contract close-out activities.
8. Identify contractual, compliance, and execution risks and escalate issues in a timely manner.
9. Support internal and external audit activities.
10. Ensure adherence to company governance, SKK Migas regulations, and applicable HSE requirements.

### Job Requirement:

1. Bachelor's degree in engineering, law, business administration, or other relevant disciplines.
2. Min. 10 years relevant experience project services, contract administration, or contract monitoring within the oil & gas or energy industry,
3. Familiar with SKK Migas regulations, particularly contract-related guidelines (including PTK). Certified PTK 007 SKK Migas is beneficial.
4. Experience in monitoring project progress against approved schedule, scope, and deliverables.
5. Experience in cost controlling based on contract terms and approved project budget.
6. Experience in supporting internal and external audits is highly desirable.
7. Good understanding of contract administration, cost control, and project execution processes.