

JOB VACANCY

Governance & Shareholder Management Officer

Directorate : **President Director Office Directorate**

Reporting to : **Corporate Governance Manager**

Work Location : **Jakarta**

Job Responsibilities

- Prepare, coordinate, and execute DSLNG reports, such as financial budget, KPI, technical matters, performance, commercial, organization, and distribution analysis to shareholders for regular and incidental reporting with the relevant Director to provide accurate and timely reports.
- Arrange and coordinate any meetings or events between shareholders and DSLNG, including booking the meeting venue, distributing the agenda, taking notes, and issuing the instructions for the meeting to ensure a seamless documentation process.
- Prepare and monitor all administration activities related to the DSLNG Code of Conduct (COC) to ensure the DSLNG COC is well communicated to all employees.
- Continuously monitor the validity of all governance-related policies and procedures and update them if required to ensure their conformity with the prevailing laws and regulations.

Job Qualifications

- Bachelor's degree in any discipline, Law degree is preferable.
- Minimum of (5) five years of related working experience.

***Specific Conditions:**

Permanent with (3) three months of probation.

*Please send your complete application letter, CV, recent photograph, current remuneration and expected remuneration to recruitment@dslng.com and put the vacancy code "**Position Name**" as the email Subject (not more than 300kb).*

DSLNG will maintain the confidentiality of information from the applicants. Please note that DSLNG never solicit any charge from the candidates during the recruitment process and is not responsible for charges that is not requested by the company. The entire selection process is based on the results of the competency tests and will be conducted in a transparent and objective manner.

Only candidate(s) who meet the criteria will be contacted.