

SCOPE OF WORK	
Position	: Corporate Secretary and General Affairs Lead
Department	: Vice CEO Office
Employee Type	: Contract
Revision Date	: 21 September 2026
Location	: Jakarta, Indonesia

I. CISDI AND OUR CULTURE

CISDI is a full-service *center of expertise* that advances health system strengthening and development. Our vision is to set and implement health system standards, leaving no one behind by driving a systemic, evidence-based transformation of Indonesia's and other countries' health systems. We work in close collaboration with international institutions, governments, donors and private sector partners to support PHC systems and ensure robust and public-oriented policies are set and subsequently implemented.

We are positioned to continue this growth trajectory by expanding into new business sectors with service offerings driven by donors and private client's requests. To ensure we operate internally to the same high standards we perform externally, we embarked on an aggressive organizational-wide transformation aligning our internal policies, processes, procedures and systems to meet these changing market dynamics.

Guided by five mission pillars, our work integrates research, implementation, advocacy, communication, and collaboration into one continuous cycle. We conduct research to generate evidence that drives innovation and advocacy, and translate the evidence into implementation by strengthening primary health care through community engagement. We advocate for better health policy, governance, and right to health, while fostering public participation that turns awareness into collective action. Underpinning all of this is collaboration, through cross-sector partnerships and strategic forums that strengthen the health system as a whole.

Our people are at the heart of this work and contribute directly to our mission. CISDI brings together professionals from diverse disciplines who share a commitment to the public interest. We foster a collaborative environment as "super power" where ideas are valued regardless of position or tenure, where integrity and accountability shape how we use evidence, resources, and continuous learning being part of everyday work. We are committed to an inclusive and safe workplace and to a healthy balance between work and personal life.

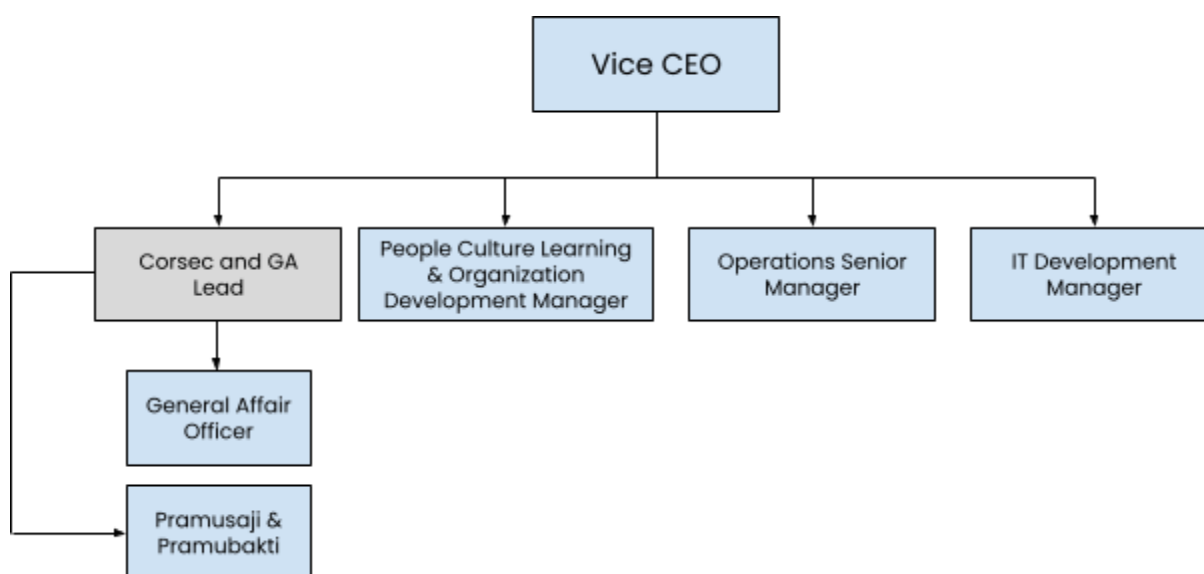
We hire highly intelligent professionals who thrive on challenges. Our professionals are given the freedom to express their creativity by solving complex healthcare sectoral issues often working on problems that other organizations may not have tried or have failed. Our people

thrive in a collaborative work environment where ideas are heard and acted upon regardless of level or length of employment. Work-Life balance is not just talk but is embedded into our operating models, policies and procedures. It is who we are.

II. SUMMARY OF ROLE

Corporate Secretary and General Affairs Lead will be responsible for the day-to-day operations of the Corporate Secretary and General Affairs functions, covering board governance and meeting support, legal compliance and organizational legality, corporate document and contract management, and office, asset and vendor operations. The role ensures that all Corsec & GA services run independently, on time and in line with organizational policies, so that the Vice CEO can focus on strategic and cross-functional matters. The role also leads and develops the Corsec & GA team.

III. ORGANIZATION CHART



IV. JOB DESCRIPTIONS

Responsibility	Main Activity	Output/Measurement
Board Governance and Meeting Support	- Prepare the annual board meeting calendar and schedule meetings - Prepare meeting agendas and materials together with relevant parties	- Board meetings held as scheduled - Meeting materials ready before the meeting

	• Attend and support board meetings • Draft meeting minutes and ensure they are reviewed by the Senior Manager before being sent to the CEO • Develop and monitor a board decision follow-up tracker and communicate follow-ups to relevant teams	• Minutes sent to the CEO for approval within the agreed timeline • Board decision follow-up tracker kept up to date
Legal and Corporate Compliance	• Implement legal and corporate legality policies as directed by the Senior Manager • Maintain organizational legal documents (deeds, licenses, permits and other legal documents) and monitor validity and renewal dates through a compliance calendar • Act as the bridge between the legal consultant (AFHS) and users: receive requests, ensure information is complete and monitor resolution • Escalate legal and compliance issues to the Senior Manager	• Organizational legality always up to date • Compliance calendar and renewal reminders running • Legal requests handled within the agreed SLA
Corporate Document and Contract Management	• Manage the register and archive of corporate documents, contracts, MoUs and agreements (physical and digital) • Manage numbering, signing and archiving of official documents • Support contract/MoU routing for legal review and approval • Maintain document confidentiality and easy access	• Contract and corporate document register complete and up to date • Documents quickly accessible to authorized parties • No official documents lost or left unarchived
Organization-wide Meetings and Events	• Organize the organization-wide quarterly meeting (schedule, logistics, supporting materials and execution) • Support other organizational events as assigned • Document events and their follow-ups	• Quarterly meeting held as scheduled • Quarterly meeting documentation available • Post-event evaluation and follow-up

General Affairs and Office Operations	• Ensure general affairs are run according to organizational policies • Maintain office facilities (cleanliness, security, maintenance and repairs) • Ensure routine bills (electricity, internet, rent, etc.) are submitted and paid on time together with Finance • Handle employee GA service requests	• Office facilities well maintained and functioning • Electricity, internet and other bills paid on time • GA service requests followed up within the service timeline
Asset, Vendor and Office Procurement Management	• Develop and maintain the office asset register and conduct periodic checks • Manage GA vendor relationships and performance (cleaning, security, building, internet, etc.) and contract renewals • Coordinate with the Procurement Lead (Finance) on office procurement in line with the procurement policy • Coordinate with the IT Development Manager on IT-related assets and devices	• Office asset register accurate and up to date • Periodic vendor performance evaluation • Office procurement in line with policy and budget
Budget and Reporting	• Prepare the Corsec & GA budget proposal and manage its realization • Monitor budget realization and report variances to the Senior Manager • Prepare monthly activity and performance reports for Corsec & GA	• Corsec & GA budget proposal • Budget realization aligned with plan • Monthly report submitted on time
Cross-functional Coordination	• Coordinate with the HC and Resource Planning Lead (onboarding/offboarding, employee facilities and assets) • Coordinate with Finance (budget, payments and procurement) and IT • Fulfill legal and general affairs needs of departments, units and projects	• Legal and GA needs of departments, units and projects fulfilled • Effective coordination and timely issue resolution

Team Leadership and SOP	• Direct, delegate tasks to and develop Corsec & GA team members • Conduct KPI planning, midterm and annual evaluations for the team in line with the organization's performance management cycle • Develop and update Corsec & GA SOPs in line with the organizational framework	• Team performance reviews completed per the performance management cycle • Corsec & GA SOPs documented and up to date • Day-to-day operations run independently without repeated escalation
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V. WORKING RELATIONS

Type	Stakeholder
Internal	• Corsec & GA Team: Supervision and operational coordination • Human Capital and Resource Planning: Coordination on onboarding/offboarding, employee facilities and assets • CEO, Vice CEO, Chiefs and Board: Meeting support, minutes and legal documents • Finance: Coordination on budget, payments and procurement • IT Development Manager: Coordination on IT assets and devices • All CISDI employees: GA services
External	• AFHS: Legal and corporate compliance matters • GA vendors (building, cleaning, security, internet, utilities, etc.) • Notary and relevant government agencies (as required) • External consultants/institutions

VI. QUALIFICATIONS

A. Minimum Qualifications

- Bachelor's degree (S1) in Law, Management, Business Administration or other relevant fields
- Minimum 5–7 years of experience in Corporate Secretary/Legal or General Affairs, with at least 2–3 years as a supervisor/lead or leading a team
- Understanding of corporate governance and corporate law, organizational licensing and legality, contract management, facility, asset and vendor management, and the basics of procurement and budgeting
- Good English speaking and writing skills for preparing board materials and meeting minutes

- Detail-oriented, well-organized and able to maintain confidentiality of documents and board information

B. Competencies

Technical Competencies:

- Office Management
- Travel Management
- Facility Management

Core Competencies:

- Integrity
- Adaptability
- Collaboration Diversity & Inclusive
- Social Impact
- Result & Quality

Behavior Competencies:

- Analytical Thinking
- Decision Making
- Planning & Organizing
- Communication