

SCOPE OF WORK	
Position	: Corporate Secretary
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.

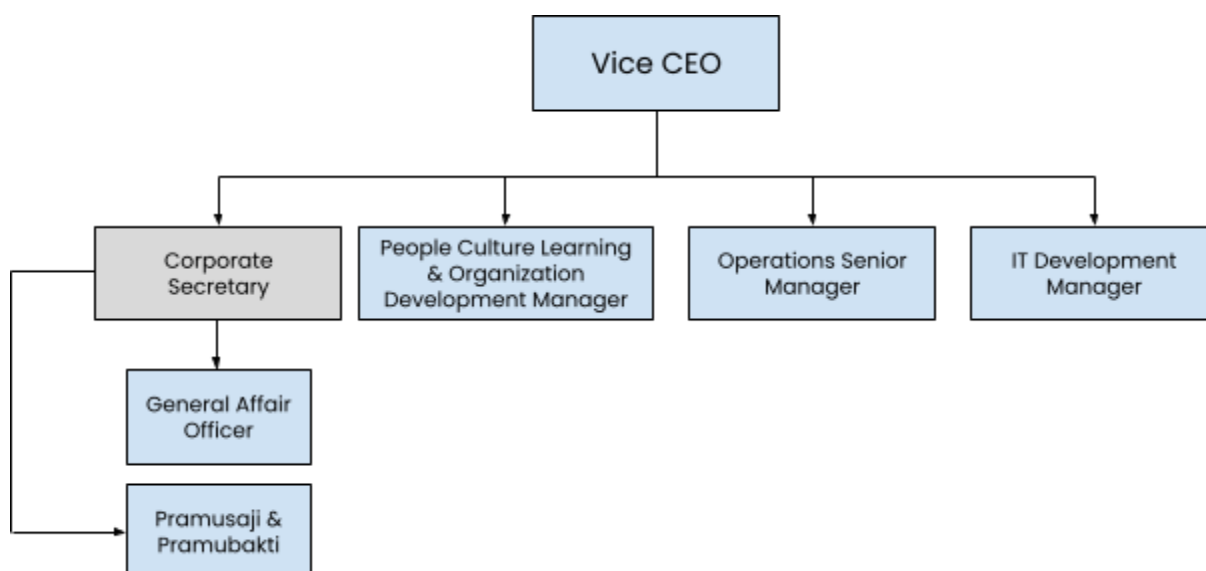
We hire highly intelligent professionals who thrive on challenges. Our professionals are given the freedom to express their creativity by solving complex healthcare sectoral issues often working on problems that other organizations may not have tried or have failed. Our people

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 will be responsible for the day-to-day operations of the Corporate Secretary 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 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 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 - Attend and support board meetings	- Board meetings held as scheduled - Meeting materials ready before the meeting - Minutes sent to the CEO for approval within the agreed timeline

	• 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	• 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	• Plan and coordinate organization-wide quarterly meetings, including scheduling, logistics, meeting materials, and event arrangements, in coordination with HC. • Support the planning and execution of other organization-wide events as assigned.	• Quarterly organization-wide meetings conducted as scheduled in coordination with HC. • Event logistics and supporting materials prepared and available as required. • Meeting/event documentation and

	• Prepare and maintain documentation of meetings/events, including key decisions, action points, and follow-ups.	action points maintained and accessible. • Post-event evaluation and follow-up actions documented and tracked.
Budget and Reporting	• Prepare the Corsec budget proposal and manage its realization • Monitor budget realization and report variances to the Senior Manager • Prepare monthly activity and performance reports for Corsec	• Corsec budget proposal • Budget realization aligned with plan • Monthly report submitted on time
Cross-functional Coordination	• Coordinate with Finance (budget, payments and procurement) and IT • Fulfill legal needs of departments, units and projects	• Legal and GA needs of departments, units and projects fulfilled • Effective coordination and timely issue resolution

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 3-5 years of experience in Corporate Secretary/Legal
- 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