



INTREPID MINES LIMITED

POSITION VACANT

MANAGER COMMUNICATIONS

The Tujuh Bukit Project is seeking an Indonesian national to fill the role of **Communications Manager**. The Tujuh Bukit Project is an Intrepid Mines Limited and PT IMN joint venture project which is developing the Tumpangpitu mineral resource located in the Bunyuwangi Kabupaten of East Java.

This role plays a vital role in the reputation management and positive positioning of the Project within Indonesia through promoting strategic business goals in developing a world class standard mining project. As well as media management and a range of public relations and communications activities such as newsletters and events the role will also work closely with the Community Manager in managing communications with the community, NGOs, government, etc. The role will also be accountable for internal communication within the Company's Indonesian operations.

Your duties and responsibilities will include:

- In consultation with management, implement communication strategies that promote positive awareness of the Intrepid/PT IMN Joint Venture Tujuh Bukit project and improve access to information for clients and external audiences.
- Develop, coordinate and distribute media releases to promote a positive awareness of the Project.
- Develop and implement a communication strategy involving all relevant stakeholders such as employees, the community, NGOs, government, the media, etc. that will ensure that all are informed and engaged in a positive way regarding activities of the Project.
- In conjunction with management and peer roles, proactively develop and maintain positive relationships with all stakeholders such as employees, the community, NGOs, government, the media, etc.
- Ensure communication systems and processes are developed where required for Management System Elements.
- Develop policies and procedures that will enable and drive regular communication with all stakeholders such as employees, the community, NGOs, government, the media, etc.
- Assist the Community Manager in promoting positive cultural initiatives such as sponsorships and corporate social responsibility activities.
- Develop a culture of open communication with management and employees.
- In consultation with management and other relevant staff, manage the coordination of a range of internal communications (e.g production of staff newsletters, Project Director's site-wide emails). Review opportunities to implement improved internal communications and knowledge sharing of policies, activities and announcements of site wide significance.
- With management manage all communication in-country with relevant stakeholders in the event of any merger or acquisition activity.

Qualifications & Experience

- Ten plus years experience in a senior PR/ corporate communications role, including exposure to the mining industry in Indonesia. A successful track record of supporting business performance and growth through effective management of corporate communications.
- Tertiary qualifications in social sciences or related field
- Excellent oral and written communication skills in English and Indonesian, and an ability to comprehend and relay complex information
- Strong analytical and report writing ability
- High level computer literacy including relevant, word processing, internet, and presentation software

This role is open to Indonesian citizens only. The successful candidate will be site based on a 28/14 roster from point of hire. Terms and conditions for the role will be discussed at the interview stage.