

## Information for Applicants – Locally Engaged Staff (KOMPAK)

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| <b>Position Title:</b>           | Onsite Consultant for Networking and Security Engineer for SIKD Development |
| <b>Position Location:</b>        | Jakarta , Indonesia   |
| <b>Position Type:</b>            | STA   |
| <b>Contract Duration</b>         | 7 Months  |
| <b>Estimated Start Date:</b>     | 15 June 2016  |
| <b>Application Closing Date:</b> | 15 May 2016   |

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### Overview

Thank you for your interest in the position of Onsite Consultant for Networking and Security Engineer for SIKD Development with the KOMPAK Program, as managed by Abt JTA on behalf of the Australian Government.

This document includes information on the following:

- Program Overview;
- Introduction to Abt JTA;
- Application process;
- Terms of Reference; and
- Key Selection Criteria.

Please read this document carefully as applications that vary from the specified requirements may not be accepted.

### Program Overview

KOMPAK is a large and complex program that is uniquely placed to add value to the Government of Indonesia's own efforts to improve the social and economic conditions of its citizens; it is aimed at economic expansion and poverty reduction in Indonesia. Abt JTA is supporting frontline services—including health and education—while identifying governance constraints. The work accompanies implementation of Village Law, new national rules that empower local communities and increase the direct flow of money to village governments and services. KOMPAK seeks to strengthen the capacity of all levels of government to improve services, respond to citizen needs and contribute to stable prosperity.

### Abt JTA – Who We Are

Abt JTA is a global development consulting firm with over 10 years' experience operating within the health and social sectors in the Australian and Asia-Pacific region. We are a company that has a personal commitment to its staff and as such we value the long-term

relationships that we build with the people who work with us. For more information about our company and what we do visit our website at [www.abtjta.com.au](http://www.abtjta.com.au).

## **Our Values**

### **Mission-Driven.**

We are united by our mission to improve the lives of people worldwide.

### **Global.**

We are a global community, bringing diverse knowledge, expertise, and perspectives to the many challenges faced by today's world.

### **Committed to Excellence.**

We strive to meet and exceed the highest professional standards.

### **Collaborative.**

We know that working collaboratively produces excellence.

### **Accountable.**

We take responsibility for what we do and how we do it.

### **Balanced.**

We sustain the energy and commitment we bring to our roles by promoting a healthy balance between our personal and professional lives.

## **Preparing Your Application**

Please read the following information carefully as incomplete applications may not be accepted.

To submit an application:

1. Visit the Abt JTA website ([www.abtjta.com.au](http://www.abtjta.com.au)) and navigate to the 'Careers' section.
2. Locate the position you are applying for and select 'Job Details'.
3. Click on the 'Apply Online' button and follow the prompts.

It should take between 10-20 minutes for you to complete the online application. Before submitting your application it is recommended that you have the following documentation prepared so that these can be readily uploaded during the application process:

1. An electronic version of your CV in MS Word or PDF format (less than 3MB);
2. A statement addressing the key selection criteria (maximum 3 pages). This document should clearly describe how your skills, experience and qualifications will enable you to meet the requirements of the position; and
3. Details of at least 3 professional referees (preferably your current supervisor and 2 previous supervisors).

### **Other Points to Consider:**

1. You will need to submit a separate application for each position that you apply for.
2. If you are successful in being short-listed or are selected for this position you may be required to undertake a police check, psychometric test and/or a medical examination.
3. Only short-listed candidates will be contacted.
4. Women are encouraged to apply.

**Lodging Your Application:**

All applications should be submitted online through our website at: [www.abtjta.com.au](http://www.abtjta.com.au).

Should you experience any difficulties with the submission process, or have any questions about this role then please contact:

**Contact Name:** KOMPAK HR Team

**Email:** HR@kompak.or.id

**Closing Date:** 13 May 2016

## Terms of Reference

The Services that the successful candidate is to provide include, but are not limited to, fulfilling the following Terms of Reference:

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| <p><b>Position Title:</b><br/>Onsite Consultant for Networking and Security Engineer for SIKD Development</p>   | <p><b>Nama Jabatan:</b><br/>Konsultan onsite <i>Networking</i> dan <i>Security Engineer</i></p>   |
| <p><b>Location:</b> Jakarta, Indonesia</p>  | <p><b>Lokasi:</b> Jakarta, Indonesia</p>  |
| <p><b>Reporting To:</b></p> <ol style="list-style-type: none"> <li>Head of Sub Directorate of Technical Support and Information of Directorate General of Fiscal Balance Ministry of Finance</li> <li>Responsive Government LEAD KOMPAK</li> </ol>  | <p><b>Melapor Kepada:</b></p> <ol style="list-style-type: none"> <li>Kasubdit Informasi dan Dukungan Teknis Direktorat Jenderal Perimbangan Keuangan</li> <li>Responsive Government Lead KOMPAK</li> </ol>  |
| <p><b>Abt JTA Values</b><br/>The incumbent must demonstrate a high level of commitment to following values of Abt JTA:</p> <p><b>Mission-Driven</b><br/>We are united by our mission to improve the lives of people worldwide.</p> <p><b>Global</b><br/>We are a global community, bringing diverse knowledge, expertise, and perspectives to the many challenges faced by today's world.</p> <p><b>Committed to Excellence</b><br/>We strive to meet and exceed the highest professional standards.</p> <p><b>Collaborative</b><br/>We know that working collaboratively produces excellence.</p> <p><b>Accountable.</b><br/>We take responsibility for what we do and how we do it.</p> <p><b>Balanced.</b><br/>We sustain the energy and commitment we</p> | <p><b>Nilai-nilai Abt JTA</b><br/>Pihak yang menjabat harus memperlihatkan tingkat komitmen yang tinggi terhadap nilai-nilai Abt JTA berikut ini:</p> <p><b>Didorong oleh Misi</b><br/>Kami dipersatukan oleh misi yang sama untuk meningkatkan kehidupan manusia di seluruh dunia.</p> <p><b>Global</b><br/>Kami merupakan masyarakat global, yang menghadirkan pengetahuan, keahlian dan perspektif yang beragam guna mengatasi berbagai tantangan yang dihadapi dunia saat ini.</p> <p><b>Komitmen pada Keunggulan</b><br/>Kami berupaya untuk mencapai dan melampaui standar profesional yang tertinggi.</p> <p><b>Kolaboratif</b><br/>Kami tahu bekerja secara kolaboratif akan menghasilkan keunggulan.</p> <p><b>Akuntabel</b><br/>Kami bertanggungjawab atas apa yang kami lakukan dan bagaimana kami melakukannya.</p> |

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| <p>bring to our roles by promoting a healthy balance between our personal and professional lives.</p>   | <p><b>Seimbang</b><br/>Kami menjaga energi dan komitmen yang kami bawa dalam peran kami masing-masing dengan mempromosikan keseimbangan yang sehat antara kehidupan personal dan professional kami.</p>  |
| <p><b>Project Summary:</b><br/>KOMPAK (Governance for Growth) is a large and complex program that is uniquely placed to add value to the Government of Indonesia’s own efforts to improve the social and economic conditions of its citizens; it is aimed at economic expansion and poverty reduction in Indonesia. Abt JTA is supporting frontline services—including health and education—while identifying governance constraints. The work accompanies implementation of Village Law, new national rules that empower local communities and increase the direct flow of money to village governments and services. KOMPAK seeks to strengthen the capacity of all levels of government to improve services, respond to citizen needs and contribute to stable prosperity.</p> | <p><b>Ringkasan Proyek:</b><br/>KOMPAK (Kolaborasi Masyarakat dan Pelayanan untuk Kesejahteraan) merupakan sebuah program yang besar dan sangat kompleks dan ditempatkan sedemikian uniknya sehingga menjadikan nilai tambah terhadap usaha-usaha Pemerintah Indonesia sendiri dalam meningkatkan kondisi sosial dan ekonomi dari warga negaranya; yang ditujukan pada perluasan ekonomi dan penanggulangan kemiskinan di Indonesia. Abt JTA mendukung penyelenggaraan pelayanan dasar – termasuk kesehatan dan pendidikan – sambil mengidentifikasi hambatan dan kendala yang ada dalam tata kelola. Pekerjaan ini akan mendampingi implementasi Undang-Undang Desa, peraturan nasional baru yang memberdayakan masyarakat lokal dan meningkatkan pengarusan uang langsung ke pemerintahan dan pelayanan desa. KOMPAK berusaha untuk memperkuat kapasitas di semua tingkat pemerintahan guna meningkatkan pelayanan, memberikan tanggapan akan kebutuhan-kebutuhan warganya serta memberikan kontribusi demi stabilitas kemakmuran.</p> |
| <p><b>Purpose</b></p>   | <p><b>Tujuan</b></p>   |
| <p>The key purpose of this position is to support the Ministry of Finance - Directorate General of Fiscal Balance in developing network performance and security so SIKD can work well and meet the minimum requirement of data interchange with other entity such as Bank that require a high level security requirement for data interchange. Consultant’s output will contribute to development of SIKD with enterprise architect.</p>   | <p>Tujuan utama dari rekrutmen ini adalah untuk mendapatkan konsultan yang dapat membantu Kementerian Keuangan (c.q. Direktorat Jenderal Perimbangan Keuangan/DJPK) dalam mengembangkan jaringan dan keamanan sistem yang baik agar SIKD dapat berjalan dengan lancar serta memenuhi standar pertukaran data dengan pihak lain seperti perbankan yang menuntut tingkat keamanan sistem yang tinggi dalam pertukaran data. Output yang</p>  |

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| <p>The consultant will work with DJPK staff in developing security and network performance (joint development). This collaboration is necessary condition to provide relevant information for consultant to identify critical requirement of security and network performance in a comprehensive manner so that resulting level of security and performance meet the requirement.</p> <p>During the SIKD improvement process, KOMPAK and DJPK will conduct evaluation on an ongoing basis to ensure quality of output that has been developed, and meet the requirements.</p> | <p>dihasilkan oleh konsultan akan berkontribusi kepada pengembangan SIKD berskala enterprise dengan arsitektur enterprise.</p> <p>Konsultan akan melakukan pengembangan jaringan dan keamanan SIKD bersama pegawai DJPK dengan mekanisme Joint Development. Kolaborasi diperlukan agar Konsultan mampu mengidentifikasi critical requirement dari keamanan serta performa jaringan secara komprehensif sehingga dihasilkan tingkat keamanan serta performa yang sesuai dengan kebutuhan.</p> <p>Selama proses penyempurnaan SIKD, DJPK dan KOMPAK akan melakukan evaluasi secara berkesinambungan untuk memastikan kualitas output yang telah dikembangkan serta mampu memenuhi kebutuhan.</p> |
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| <b>Job Specification / Responsibilities</b>  | <b>Spesifikasi Tugas / Tanggungjawab</b>   |
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| <p>Will be responsible for the following duties:</p> <ol style="list-style-type: none"> <li>1. Evaluate the security conditions and the performance of the network system in DJPK;</li> <li>2. Identify the security needs and performance of the network system in DJPK especially for SIKD;</li> <li>3. Perform the optimization of network systems (network performance tuning);</li> <li>4. Perform security hardening of the network system in order to provide a high level of security;</li> <li>5. Develop a network monitoring system;</li> <li>6. Develop operating procedures and maintenance of network systems in order to provide consistent performance;</li> <li>7. Develop a baseline of security and network system configuration for future system development needs;</li> <li>8. Develop infrastructure management with high-availability and failover model;</li> <li>9. Transfer knowledge during the implementation of the network system development.</li> </ol> | <p>Konsultan bertanggung jawab untuk melakukan tugas sebagai berikut:</p> <ol style="list-style-type: none"> <li>1. Melakukan evaluasi kondisi keamanan dan performa sistem jaringan di DJPK;</li> <li>2. Mengidentifikasi kebutuhan keamanan dan performa sistem jaringan di DJPK terutama untuk SIKD;</li> <li>3. Melakukan optimalisasi terhadap sistem jaringan (network performance tuning);</li> <li>4. Melakukan security hardening terhadap sistem jaringan agar mampu memberikan tingkat keamanan yang tinggi;</li> <li>5. Mengembangkan sistem monitoring jaringan;</li> <li>6. Mengembangkan prosedur pengoperasian dan pemeliharaan sistem jaringan;</li> <li>7. Mengembangkan baseline keamanan dan konfigurasi sistem jaringan untuk kebutuhan pengembangan sistem kedepannya;</li> <li>8. Mengembangkan manajemen infrastruktur dengan model high-availability dan failover;</li> <li>9. Melakukan transfer knowledge dan know how selama pelaksanaan pengembangan sistem jaringan dan keamanan.</li> </ol> |

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|   | <p>10. memberikan solusi dan rekomendasi terhadap masalah keamanan sistem yang dikelola sehari-hari oleh <i>client</i></p> <p>11. Menjaga kerahasiaan data dan informasi atas semua aspek pekerjaan.</p>   |
| <b>Deliverables</b>   | <b>Capaian</b>   |
| <p>The following deliverables will be submitted refer to work plan prepared by consultant at least two weeks from mobilization and approved by DJPK and KOMPAK. These are deliverables:</p> <ol style="list-style-type: none"> <li>1. Consultant work plan</li> <li>2. Existing Network Evaluation Reports;</li> <li>3. Network System Requirement Reports;</li> <li>4. Gap Analysis and Network Optimization Plan;</li> <li>5. Optimization Report;</li> <li>6. Detailed documentation for each phase of work;</li> <li>7. Operational and Maintenance Procedure Concept;</li> <li>8. Security and Performance Baseline of Network Systems.</li> <li>9. Regular reporting such as preliminary report, monthly report and final report</li> </ol> | <p>Capaian berikut disampaikan oleh konsultan mengacu pada rencana kerja yang disusun oleh konsultan setidaknya dua minggu dari mobilisasi dan disetujui oleh DJPK dan KOMPAK. Berikut ini adalah yang harus dihasilkan oleh konsultan:</p> <ol style="list-style-type: none"> <li>1. Rencana kerja konsultan</li> <li>2. Laporan Evaluasi Sistem Jaringan DJPK pada bulan pertama;</li> <li>3. Laporan Kebutuhan Sistem Jaringan DJPK;</li> <li>4. Gap analysis dan Rencana Optimalisasi Sistem Jaringan DJPK;</li> <li>5. Laporan Hasil Optimalisasi Sistem Jaringan DJPK;</li> <li>6. Dokumentasi Rinci Untuk Setiap Tahapan Spesifikasi Tugas/ Tanggungjawab yang dilakukan;</li> <li>7. Konsep prosedur operasional dan prosedur pemeliharaan sistem jaringan;</li> <li>8. Dokumen Standar Konfigurasi dan Standar Keamanan Sistem Jaringan.</li> <li>9. Laporan rutin seperti laporan awal, laporan bulanan dan laporan akhir</li> </ol> |
| <b>Core Competencies</b>  | <b>Kompetensi Utama</b>  |
| <ul style="list-style-type: none"> <li>• Delivers Results</li> <li>• Builds Internal and External Customer Satisfaction and Loyalty</li> <li>• Develops People</li> <li>• Communicates</li> <li>• Sets Vision and Direction</li> <li>• Demonstrates Sound Financial and Business-Related Practices</li> <li>• Builds Teams and Cooperation</li> <li>• Promotes Technical Excellence and Quality</li> </ul>  | <ul style="list-style-type: none"> <li>• Memberikan Hasil</li> <li>• Membangun Loyalitas dan Kepuasan Pelanggan Internal dan Eksternal</li> <li>• Mengembangkan Orang</li> <li>• Melakukan komunikasi</li> <li>• Menetapkan Visi dan Arah</li> <li>• Menunjukkan Praktek Keuangan dan Praktek Terkait Bisnis yang Baik</li> <li>• Membangun Tim dan Kerjasama</li> <li>• Mempromosikan Mutu dan Keunggulan Teknis</li> </ul>   |

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| <ul style="list-style-type: none"> <li>• Promotes Diversity</li> <li>• Acts as a Role Model</li> </ul> | <ul style="list-style-type: none"> <li>• Mempromosikan Keragaman</li> <li>• Bertindak sebagai Panutan</li> </ul> |
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### Key Selection Criteria

For your application to be considered by the panel, interested applicants must submit a response to each of the following Key Selection Criteria:

- KSC 1.** Educational background of informatics system or informatics technology with seven years relevant working experiences
- KSC 2.** Have experience of working as a Network and Security Engineer at least 2 years of the implementation of security against various types of operating systems such as Windows, Linux and preferably: CentOS, and various types of network devices, preferably: Cisco, as well as some types of DBMS such as PostgreSQL, MS SQL server and MySQL.
- KSC 3.** Have a CCNA certification.
- KSC 4.** Having a strong IT skills, are comfortable working with the utility, process and computer-based tools
- KSC 5.** Understand in detail the concept of network and router.
- KSC 6.** Have experience of working multiple types of operating systems such as Microsoft Windows and UNIX. Preferred: experience with one of the Linux operating system, especially CentOS.
- KSC 7.** Have good skills in problem solving and be able to formulate in the form of solutions related to network problems experienced daily by the client.
- KSC 8.** Have communication skills and be able to cooperate with the client.
- KSC 9.** Can work with the client and other parties involved in the work, both individually and in teams.
- KSC 10.** Able to work under pressure.
- KSC 11.** Have the ability to make accurate decisions in quick time
- KSC 12.** Able to work alongside the client on-site at client offices.
- KSC 13.** Understand the concept, capable of doing and have experience of building and configuring firewall and Intrusion Detection System (IDS)
- KSC 14.** Understand the concept, capable of doing and have experience vulnerability testing, risk analysis and security assessment of software and hardware as mentioned in point 6.
- KSC 15.** Have the ability to investigate security incidents (intrusion incidents), investing forensic and provide solutions in the form of fast and accurate response to restore the system to run like all.
- KSC 16.** Ability to evaluate and adopt new technologies related security procedures to improve the capacity of the system's security.
- KSC 17.** Being able to perform testing of security solutions that will be implemented on the system.
- KSC 18.** Ability to define, implement and maintain the system's security policy.
- KSC 19.** Being able to provide solutions and recommendations on issues of security systems managed daily by the client.
- KSC 20.** Have communication skills and be able to cooperate with the client.
- KSC 21.** Can work with the client and other parties involved in the work, both individually and in teams.
- KSC 22.** Able to work under pressure.



**KSC 23.** Have the ability to make accurate decisions in quick time.

**KSC 24.** Able to work alongside the client on-site at client offices.

**If no response to the above Key Selection Criteria is made, applications will not be considered further.**