THE ASEAN CENTRE FOR ENERGY (ACE) INVITES ASEAN NATIONALS TO APPLY FOR THE FOLLOWING VACANCY

ASSOCIATE OFFICER BUSINESS DEVELOPMENT UNIT

(Available positions: One (1) position)

BACKGROUND
Established on 1 January 1999, the ASEAN Centre for Energy (ACE) is an intergovernmental organisation within the ASEAN structure that represents the interest of the 10 ASEAN Member States (AMS) in the energy sector. The Centre serves as think tank, catalyst, and knowledge hub within ASEAN by providing relevant information and expertise to ensure the necessary energy policies and programmes are in harmony with the economic growth and the environmental sustainability of the region.

Part of the efforts to fulfil its function as a regional centre of excellence that builds a coherent, coordinated, focused and robust energy policy agenda and strategy for ASEAN, ACE provide assistances for ASEAN Member States for implementation of the ASEAN Plan of Action for Energy Cooperation (APAEC) 2016-2025 which serves as the blueprint for enhancing energy connectivity and market integration in ASEAN to achieve energy security, accessibility, affordability and sustainability for all AMS. ACE produces outputs as per three (3) critical roles which are as catalyst, knowledge hub, and policy advisory to create enabling environment for sustainable development in ASEAN.

In order to function its critical roles, a strategic business plan is required to ensure the sustainability of the organisation. Hence, ACE is looking for one (1) Associate Officer (AO) for Business Development Unit from the ASEAN nations only.
POSITION IDENTIFICATIONS

Job Title : Associate Business Development Officer
Department: Corporate Affairs Department (CAD).
Reporting To : Manager of CAD.

DUTIES AND RESPONSIBILITIES

Associate Officer (AO) shall assist the Manager in identifying funding opportunities and projects with regards to the 7 programme areas of APAEC and priorities of the ASEAN Ministers of Energy Meeting / Senior Officials Meeting on Energy, including other profit earning initiatives. The AO will assist in the development and execution of business plans, including oversight in proposal preparation and submission and sustainable business operations.

Under the supervision of the Manager, AO will be responsible for the following duties:

1. Support the analysis of business strategies and proposal for ACE to achieve revenue goals in coordination with other departments including administration and finance and technical pillars;
2. Support the plans of relevant upcoming funding opportunities for the implementation of APAEC action plans and coordinate them with relevant ASEAN Member States Focal Points and Sub Sector Networks (SSNs);
3. Liaise with ACE’s partners, including exploring the possible cooperation and provide support in the process of planning, review, assessment, development of projects;
4. Support actions for proposal development and submission including the facilitation of drafting concept papers, project proposals and reports, project budget and cash flows, contract process and negotiations with funders/partners and support project deliverable monitoring;
5. Support in development and execution of commercial or profit earning activities and initiatives;
6. Support the activities and initiatives of Business Development Unit and to represent ACE business development interests at relevant meetings, events, and within resource mobilisation or donor-specific peer networks;
7. Assist in organising donor conferences, meetings, and business-matching/forum activities;
8. Assist in the development of communications and advocacy strategies and papers to promote regional energy cooperation;
9. Coordinate and communicate with other Staff of the Centre; and
10. Assist several activities of ACE, including but not limited to:
   a) Event and workshop that related with ACE activities, including the certification
   b) Monetization of ACE’s product,
   c) Cooperation with partners (especially private entities),
   d) The ASEAN Energy Business Forum and its associated event
   e) Learning Management System,
   f) Workshop in the SSN Meetings.
   g) Agreement deal maker until MoU signing ceremony
   h) Enhancing AEMAS activities, extending to the other countries
11. Carry out another task/s that may be assigned to him/her by the Executive Director.
QUALIFICATIONS

Education and Experience

- A Bachelor’s degree in business management, economics, energy management, energy policy and planning, and/or other appropriate specialist discipline.

- Experience in the development of business plan and project proposal.

- Experience in development, coordination, implementation, monitoring, evaluation, score carding and reporting of projects.

- Demonstrated ability to develop and maintain sound working relationships with stakeholders.

- Demonstrated ability to perform project management, such as, project review and evaluation, identifying opportunities for project funding and to prepare quality project reports and other documents; and be able to communicate such reports in meetings, seminar, workshop, etc.;

- Demonstrated ability to plan and organise tasks and workflows, with proven ability for accuracy under pressure and adherence to deadlines.

- Demonstrated commitment to collaborative work practices.

PERSONAL COMPETENCES

- Teamwork, action oriented, problem solving, analytical and creative thinking.

- Ability to work accurately, pay attention to detail and meet deadlines, as well as organise work efficiently and deal simultaneously with a wide variety of tasks.

- Excellent interpersonal attribute including sensitivity, sound, and strong organisational and leadership capability, able to work effectively and efficiently in a multicultural environment.

- Promote open reporting culture, that is transparent, compliant, and having integrity.

- Excellent command of written and spoken English.

REMUNERATION AND BENEFITS:

The successful candidate will be stationed in Jakarta, Indonesia and will be offered a 1-year
contract, with a probationary period of three (3) months. The contract may be extended by the Executive Director depending on performance.

Monthly salary is around **US $573 – $1,108 (all in)**. The salary shall be commensurate with the educational qualification and experience of the candidate. The successful candidate is expected to be on board immediately.

**HOW TO APPLY:**

Submit your application through [https://aseanenergy.org/vacancy/](https://aseanenergy.org/vacancy/) and click apply here at the right side of the page, **by latest 14 December 2023**

The Selection Committee’s decision is final and only shortlisted candidates will be notified.

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