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

SENIOR OFFICER OF BUSINESS DEVELOPMENT

Background
The ASEAN Centre for Energy (ACE) is an intergovernmental organisation that independently represents the 10 ASEAN Member States’ (AMS) interests in the energy sector. The Centre serves as a catalyst for the economic growth and integration of the ASEAN region by initiating and facilitating multilateral collaborations as well as joint and collective activities on energy. It is guided by a Governing Council composed of Senior Officials on Energy from each AMS and a representative from the ASEAN Secretariat as an ex-officio member. Hosted by the Ministry of Energy and Mineral Resources of Indonesia, ACE office is located in Jakarta.

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 a Senior Officer for Business Development for better business development strategies, plan and analyse potential funding prospect.

ACE would like to invite ASEAN Nationals to apply for the position of Senior Officer of Business Development.

Position Identification
Job Title : Senior Officer of Business Development Officer
Job Level : Senior Officer
Department : Corporate Affairs Department
Reporting To : Manager of Corporate Affairs
Duties and Responsibilities

The Senior Officer (SO) will assist the Manager of Corporate Affairs Department and lead the identifying funding opportunities with regards to programmes and projects in light of the priorities of the ASEAN Ministers of Energy Meeting / Senior Officials Meeting on Energy; and the seven (7) specialised areas, namely: 1) ASEAN Power Grid, 2) Trans-ASEAN Gas Pipeline, 3) Coal and Clean Coal Technology, 4) Energy Efficiency and Conservation, 5) Renewable Energy, 6) Regional Energy Policy and Planning, 7) Civilian Nuclear Energy. The Technical Officer will be also responsible for developing and executing business plans, including oversight in proposal preparation and submission and sustainable business operations.

SO will perform the following core activities:

1. Lead the strategies and proposal for ACE to achieve revenue goals in coordination with other departments.

2. Identify and track 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. Drive and manage actions for proposal preparation and submission including drafting concept papers, project proposals and reports, project budget and cash flows, contract process and negotiations with funders/partners and project deliverable monitoring.

5. Represent ACE business development interests at relevant meetings, events, and within resource mobilisation or donor-specific peer networks.

6. Assist in organising donor conferences, meetings, and business-matching/forum activities.

7. Assist in the development of communications and advocacy strategies and papers to promote regional energy cooperation.

8. Lead 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) Supervising the ASEAN Energy Business Forum, including its associated event:
   a. ASEAN Green Transport Rally,
   b. ASEAN International Conference on Energy and Environment
   c. CEO Ministers Dialogue
   d. ASEAN Energy Leaders Golf Tournament
   e. Meeting panels
   f. Others related meeting
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
9. Coordinate and communicate with other Staff of the Centre.
10. Supervise the communication, image branding of ACE, media and stakeholder engagement.
11. Carry out another task/s that may be assigned to him/her by the Executive Director.

Qualifications and Experience:

Technical skills:

- A Bachelor’s degree in engineering, energy management, energy policy and planning, economics, business management and/or other appropriate specialist discipline. A Master's degree is an advantage. At least three (5) years working experience in the energy sector or in other relevant field in technical capacity is preferred.
- Experience in the development of business plan and project proposal.
- Experience in development, coordination, implementation, monitoring, evaluation, score carding and reporting of projects.
- Knowledgeable on energy issues, global and regional energy trends and developments and has demonstrated skills to coordinate and implement projects and programmes.
- Demonstrated ability to develop and maintain sound working relationships with stakeholders.
- Demonstrated ability to perform project management (including tools), 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.
- Ability to multi-task, work long and irregular hours, perform tasks outside of job scope, and willingness to travel on short notice.

Other skills:

- Excellent interpersonal attribute includes 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 practice integrity.

**Language proficiency:**
• Excellent written and spoken English.
• Experience in presentation using the English language.

**REMUNERATIONS AND BENEFITS:**
The successful candidate will be stationed in Jakarta, Indonesia and offered a 1-year contract, with a probationary period of three (3) months. The contract will be extended by the Executive Director depending on performance. The monthly salary ranged from **USD 1,600 – USD 2,700.** The compensation shall be commensurate with the educational qualification and experience of the candidate. All other applicable benefits shall be subject to the ACE consolidated rules and regulations. The successful candidate is expected to be on board by **January 2024.**

**HOW TO APPLY:**
Read more information at [https://aseanenergy.org/vacancy/](https://aseanenergy.org/vacancy/) and click “Apply here” or directly submit at [https://register.aseanenergy.org/employment/](https://register.aseanenergy.org/employment/) by **14 December 2023** at the latest.

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

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