



Terms of Reference (ToR)

Internship Program

ASEAN Centre for Energy (ACE)

Title of program	:	Internship Program
Location	:	Jakarta, Indonesia
Language Required	:	English
Program Length	:	6 Months

1. Background

Established on 1 January 1999, the ASEAN Centre for Energy (ACE) is an intergovernmental organisation that independently represents the 10 ASEAN Member States' (AMS) interests in the energy sector. In such capacity, ACE conducts activities and produces outputs as per 3 critical roles: As a Catalyst, to unify and strengthen ASEAN Energy Cooperation by providing a platform for sharing, policy advisory, best practices, and capacity building; As a Knowledge Hub, to provide a knowledge repository for ASEAN Member States (AMS) and services through data management, publication and dissemination; As a Think tank, To assist AMS on research and identifying practical & specific solution on policies, legal & regulatory frameworks, technologies, and innovative solutions.

- The ASEAN Centre for Energy (ACE) Internship Programme offers a small number of outstanding students the opportunity to acquire work experience with ACE at the ASEAN level, in i team and to adapt to an international working environment.
- An understanding of international and/or development issues
- Demonstrate commitment to ASEAN Foundation mission, vision, and values
- Display cultural, gender, religion, race, nationality and age sensitivity and adaptability



Interns will work under the supervision of a staff member under specific department of ACE as assigned.

The normal duration of an internship is within 6-12 months, which can be extended by mutual consent when there are special requirements.

At the end of the internship programme, the intern needs to present the final report including his/her challenges on overcomes.

The intern is entitled for internship allowance of IDR 100,000 per effective working day to cover the daily meal and transport.

To apply for an internship, the following documents should be submitted thru the online application available in ACE's website to the following [link](https://www.ace.aseanenergy.org/internship-application-form) (<https://www.ace.aseanenergy.org/internship-application-form>):

Qualifications and Skills:

- Final year or recent graduate (at least within one year after graduation) in engineering, energy studies, statistics, law, international relations, finance, human resources, computer science, business, administration and or other appropriate specialist discipline.
- Graduated with a university degree (Bachelor) and, if selected, must commence the internship within a 6 - 12 months period.
- Excellent command of both written and spoken English.
- MS Office skills, familiarity in Microsoft Outlook, with advanced knowledge in Excel, Power point and Word.
- Ability to plan and organize workload
- Previous experience in another internship program is preferable.
- Possess attention to detail, strong willingness to learn about energy sector, passion for working in international environment, initiative, enthusiasm and detailed-oriented.
- Ability to work in a g the date of availability.
- A recent Curriculum Vitae.
- ACE Internship Application Form.
- Proof of university enrolment for Internship