



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

**MANAGER OF
FOSSIL FUELS, HYDROCARBON AND MINERAL (FOM) DEPARTMENT**

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 produces outputs as per 3 critical roles: catalyst, knowledge hub, and think tank, to support the 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.

- Catalyst: To unify and strengthen ASEAN Energy Cooperation by providing a platform for sharing, policy advisory, best practices, and capacity building.
- Knowledge Hub: To provide a knowledge repository for ASEAN Member States (AMS) and services through data management, publication and dissemination.
- Think tank: To assist AMS on research and identifying practical & specific solution on policies, legal & regulatory frameworks, technologies, and innovative solutions.

ACE is seeking a Manager of new established department; Fossil Fuels, Hydrocarbon and Minerals (FOM) that manage the Centre's efforts for the implementation of APAEC Programme Area 2 Trans-ASEAN Gas Pipeline and Programme Area 3. Coal and Clean Coal Technology, including Minerals.

Female candidates are strongly encouraged to apply for.



POSITION IDENTIFICATIONS

Job Title : Manager of Fossil Fuels, Hydrocarbon and Minerals (FOM) Department

Job Level : Manager

Department : Fossil Fuels, Hydrocarbon and Minerals (FOM)

Reporting To : Executive Director

DUTIES AND RESPONSIBILITIES

The Manager is part of the management team that lead and coordinate the Centre's efforts in light of the priorities of the ASEAN Ministers of Energy Meeting/Senior Officials Meeting on Energy under the framework of the ASEAN Plan of Action for Energy Cooperation (APAEC) 2020-2025 with its seven (7) specialized programme areas, namely : 1) ASEAN Power Grid, 2) Trans-ASEAN Gas Pipeline, 3) Coal and Clean Technology, 4) Energy Efficiency and Conservation, 5) Renewable Energy, 6) Regional Energy Policy and Planning, and 7) Civilian Nuclear Energy.

The Manager shall lead the Centre's efforts in handling all aspects of the Fossil Fuels, Hydrocarbons and Minerals (FOM) Department in the implementation of the APAEC 2016-2025 Programme Area (PA) No. 2 Trans-ASEAN Gas Pipeline (TAGP) and Programme Area No. 3 Coal and Clean Coal Technology (CCT).

The Manager will manage all FOM activities of the Centre with regards to enhance the exposure as think tank organization as well as knowledge hub and as catalyst for energy stakeholder in the region and beyond.

In general, the Manager will perform the following core activities:

- Support the Executive Director in all technical and management aspects of the pillar and its related project activities by performing the three critical roles: catalyst, knowledge hub, and think tank.
- Lead the fund raising to achieve the Centre's sustainable financial targets, including but not limited to projects and/or program proposal preparation, review, and submission through ASEAN windows or directly with Dialogue Partners, and all other potential funding sources.
- Work closely with the project leads, program managers and other department managers to ensure that project activities are directly linked to the objectives of the overall projects and other relevant program areas of APAEC.
- Working in un-siloed environment with other pillars/division within the organization
- Managing research and analysis in energy policies and strategies, including the techno-economic analysis of sustainable energy, prepare policy documents and provide policy advice.



- Lead activities relating to research collaboration on energy policy, including provide support for the development of report and publications whilst cultivating networks and facilitating funding opportunities.
- Shepherd the policy shaping process, such as, conduct stakeholder's consultation to gain support for proposed initiatives or policies; and liaise with ASEAN specialized energy bodies, dialogue partners and international organizations in areas of policies that may be mainstreamed into the regional and national energy policies of the ASEAN Member States.

Specifically on Fossil Fuels, Hydrocarbon and Minerals (FOM) Department, the Manager will be responsible to the Executive Director for the following tasks, duties and functions:

- Prepare work plan and key performance indicators for the FOM Department pillar, in line with the ACE's Goals and Objectives.
- Lead the communication and engagement with ASEAN Council on Petroleum (ASCOPE) for the implementation of the APAEC Programme Area No. 2 Trans-ASEAN Gas Pipeline (TAGP) to pursue the development of a common gas market for ASEAN by enhancing gas and LNG connectivity and accessibility.
- Lead the communication and engagement with ASEAN Forum on Coal (AFOC) on the APAEC Programme Area No. 3 Coal and Clean Coal Technology (CCT) to optimise the role of clean coal technology in facilitating the transition towards sustainable and lower emission development.
- Develop, implement and monitor various activities, programmes and project to support the ASEAN region in achieving the regional target on renewable energy as depicted under the APAEC document.
- Identify and engage with the potential funding institution to support the research program.
- Acts as the focal point of ACE on the fossil fuels, hydrocarbon and mineral issues with policy makers and all ASEAN partners at national, regional and international platforms.

QUALIFICATIONS

- At least master's degree in engineering, energy management, public policy, economics or other appropriate specialist discipline. PhD with energy background is preferable.
- At least seven (7) years' experience in the application of his/her basic educational fields to policy research and analytics or professionals experience in policy planning and programme coordination; preferably with experience from a national's government agency responsible for energy policies or from an energy-related international or regional organization. Experience on research or project management on fossil fuels, hydrocarbon or minerals is preferable.
- At least (5) years' experience in technical coordination of a group of professionals or in the management position.
- Having experiences in fund raising for the project, including but not limited to the proposal development, submission and negotiation of the project agreement.



- Highly knowledgeable on energy issues at national, regional and international level, preferably on sustainable and renewable energy and has demonstrated capacity to manage, develop and implement research programmes.
- Demonstrated skills in the formulation of policies and programmes as well as ability to produce high-quality report, articles and presentation in a timely manner.
- Demonstrated ability to supervise and motivate staff, especially in a multi-cultural working environment and ability to identify their training and professional/technical development needs.

PERSONAL COMPETENCES

- Strong inter-personal attribute including tact sensitivity, sound and strong organizational and leadership capability, able to work effectively and efficiently in a multi-cultural environment.
- Good communication skill with supervisor, peer, sub-ordinate and also external partners.
- Excellent command of English, both in oral and written communication.

REMUNERATIONS AND BENEFITS

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

The monthly salary ranged from **USD 3,080- 5,236**. The compensation shall be commensurate with the educational qualification and experience of the candidate. All other applicable benefits (gratuity at 17.5% of the annual basic salary, housing allowance, communication allowance, health, life, and travel insurance, etc.) shall be subject to the ACE consolidated rules and regulations.

The successful candidate is expected to be on board by **1 June 2024 or earlier**.

HOW TO APPLY

Read more information at <https://aseanenergy.org/vacancies/> and click “[Apply now](#)” or directly submit at <https://www.ace.aseanenergy.org/employment-application-form> by **29 March 2024** at the latest.

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