



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

RE-ADVERTISEMENT
PROCUREMENT OFFICER

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 a 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 region's economic growth and environmental sustainability.

As 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 conducts joint studies, policy dialogues and capacity buildings for ASEAN Member States to support the implementation of the ASEAN Plan of Action for Energy Cooperation (APAEC) 2016-2025.

OVERVIEW OF THE DEPARTMENT

The purpose of Corporate Affairs Department is to assist the Executive Director in the performance of ACE programs, especially in the handling of Administrative, Financial, Human Resources, Procurement, General Affairs, ICT, Legal etc. Manage all activities of the Centre and ensuring that ACE staff receiving high quality support in those areas. The Procurement Officer task is to manage overall procurement and its supporting documentation process properly based on ACE's Procurement and Acquisition guideline.

POSITION IDENTIFICATIONS

Job Title : Procurement Officer
Job Level : Administration
Department : Corporate Affairs (CA) Department
Line Manager : Corporate Affairs Manager

DUTIES AND RESPONSIBILITIES

- Support and maintaining ACE's procurement and acquisition system.
- Support the whole procurement process of ACE started from the preparation of Request for Quotation until establishment of the contract.



- Participating in discussion, negotiation, and contribute to preparation of procurement plan, implementation, monitoring, as well as preparation of a range of documents and reports.
- Develop and maintain database of vendors and conduct the regular assessment of selected vendors.
- Responsible for preparing and maintaining the procurement documentation files.
- Contact selected suppliers in order to schedule or expedite deliveries and to resolve shortages, missed or late deliveries, and other problems.
- Track and updated the status of requisition and contracts
- Assist in preparing concept note and ToR.
- Give the input to other departments (users) on the ToR content to align with ACE procurement rules.
- Coordinate and collaborate with other Pillars to prepare and advertise call for proposal/tender.
- Listing and review the submitted vendor/consultant proposals
- Assist to prepare the assessment technical form (and shortlist sheet, if necessary).
- Coordinate the methods of vendor assessment process with the assessor team.
- Assist in drafting and finalising the award contract.
- Communicate the award result to the selected vendor and unselected vendors.
- Assist in preparing draft of contract/agreement for user.
- Measure vendor performance, cancel contract, suspend or implement debarment proceedings on vendors not meeting performance requirements.
- Ensure that all procurement documents professionally valid, complete, and comply with the guideline and regulation as well and well documented.
- Backstop other members of Administration Unit team in absences or when workload dictates.
- Perform any other work-related duties and responsibilities as may be assigned by the Executive Director and Manager.

QUALIFICATIONS

- Minimum Bachelor's degree in accounting commerce, Economics or Business Studies, Master's degree is preferred
- Preferably with 5 years of experience in procurement and Administration field. Experienced in International Organisation or International NGOs is mostly preferred.
- Knowledgeable in Procurement System in International organisation and its implementation would be benefitted.
- 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 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.



PERSONAL COMPETENCES

- A pleasant and friendly personality, patience, tact and the ability to maintain composure.
- Ability to multitask.
- Excellent communication skills in English, both verbal and written
- Excellent time management skills.

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 458 – USD 1,788**. The compensation shall be commensurate with the educational qualification and experience of the candidate. All other applicable benefits (transport allowance, communication allowance, health and life insurance, etc.) shall be subject to the ACE consolidated rules and regulations.

The successful candidate is expected to be on board **by April 2024**.

HOW TO APPLY:

Read more information at <https://aseanenergy.org/vacancies/> and click "Apply Now" or directly submit at <https://ace.aseanenergy.org/employment-application-form/> by **22 March 2024** at the latest.

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