



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

DEPUTY EXECUTIVE DIRECTOR (DED)

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.

The ASEAN Centre for Energy (ACE) was established in 1999 with a strong founding vision to strengthen energy cooperation among the members of the Association of South East Asia Nations (ASEAN). With the exponential growth in energy demand and the increasing priority placed on regional energy integration and cooperation, there is a need to enhance ACE to fully realise its potential to play a pivotal role in shaping ASEAN's energy landscape.

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.

APAEC 2016 – 2025 serves as the blueprint for enhancing energy connectivity and market integration in ASEAN to achieve energy security, accessibility, affordability and sustainability for all AMS.

In this regard, ASEAN is seeking a **Deputy Executive Director** with exceptional professional, strong leadership skills and management abilities to lead ACE's transformation into a regional energy knowledge hub and think-tank.

The Deputy Executive Director will support the Executive Director to represent the collective interests of the 10 ASEAN Member States in the field of energy, including through facilitating the implementation of the ASEAN Plan of Action for Energy Cooperation (APAEC), and is responsible for overseeing the administrative and operational duties of the Centre. The Deputy Executive Director will contribute and closely work with the Executive Director to the tasks of developing the Centre into a regional energy think-tank, which conducts influential analyses and provides perspectives that impact energy policy in ASEAN.



POSITION IDENTIFICATIONS

Job Title	: Deputy Executive Director
Job Level	: Deputy Executive Director
Reporting Line	: Executive Director
Position Base	: Jakarta - Indonesia

The Deputy Executive Director (DED) will perform the following core responsibilities:

- Support the Executive Director in represent the collective interests of the 10 ASEAN Member States (AMS) in the field of energy.
- Act as ACE's spokesperson, promoting ASEAN's energy initiatives and achievements to relevant stakeholders.
- Act as a catalyst for intra-ASEAN energy cooperation by supporting the execution of the ACE work program and the implementation of the ASEAN Plan of Action for Energy Cooperation (APAEC).
- Support the Executive Director in the development of the Centre as a regional energy think-tank by contributing to influential analyses and perspectives impacting energy policy.

Duties and responsibilities:


The Deputy Executive Director (DED) is responsible to the Executive Director for the following tasks, duties and functions:

Management Roles:

- Develop the effective management of the Centre, including administrative functions, efficiency initiatives, and exploring additional funding opportunities.
- Contribute to the review, upgrade, and modernization of information management and reporting systems, digitalization, rules, and procedures.
- Work within a matrix organizational structure and contribute to its effective implementation.

Project Management Implementation:

- Contribute to ensuring the timely and efficient implementation of endorsed ASEAN energy projects and initiatives.
- Support and collaborate in approved research activities, convening meetings of officials and experts as required.
- Together with Executive Director to be actively support seeking co-funding and resources mobilization with potential dialogue partners, international organisation, and other partners.
- Assist in administering funds under the ASEAN Secretariat for ASEAN energy cooperation.
- Conduct consultations and facilitate exchange with stakeholders.

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- Assist in preparing the Annual Budget Estimates of the Centre for the approval of the AGC.
 - Contribute to preparing an Annual Report of the previous year and a work plan for the year ahead for submission to the AGC.
 - Assist in acting as the custodian of all ACE and ASEAN energy track documents.

Other Resources and Organisation Culture Development:

- coordinate and manage Pilar teams to plan, manage, and monitor the optimal use of resources for service provision against cost.
- coordinate and manage HR team to develop and motivate ACE staff, setting performance objectives for sustainable energy expertise and capability, fostering a culture of continuous improvement.
- Support and contribute to the Executive Director for the development of organizational culture that promotes accountability, high performance, and encourages a team culture of learning, creativity, and innovation.
- Contribute for planning, coordination, harmonization, and manage the capacity-building activities.
- Contribute to maintaining organizational discipline by supporting HR team in recruiting, terminating, or promoting staff under applicable rules and regulations.
- Assist in exercising administrative and financial authorities entrusted in the Deputy Executive Director position under applicable rules and regulations as required.
- Carrying out any other duties assigned by Executive Director.

QUALIFICATIONS

The Candidate should possess the following qualifications:

- At least a post-graduate degree in energy management, energy technology, energy policy, climate change, sustainable development, or another relevant discipline.
- Demonstrate strong leadership skills and management abilities, with at least 5 years of senior management experience in the energy sector (in government, semi-government and/or corporate organisations). Experienced in International organization (IO) is preferred.
- Commitment to strengthen ASEAN energy cooperation and to facilitate ASEAN energy engagement with external stakeholders.
- Strong analytical mind, a high political acumen and keen understanding of ASEAN and its stakeholders.
- Excellent command of the English language, with good verbal and written skills.
- Physically fit and willing to travel.
- Citizen of an ASEAN Member State.
- The age limit of the candidate is 57 years old.

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 5,000- 8,500**. 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 May 2024 or earlier**.

HOW TO APPLY:

Read more information at <https://aseanenergy.org/vacancies/> and click "Apply Now" by **31 March 2024** at the latest. Incomplete applications will not be considered.

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