



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

EXECUTIVE DIRECTOR (ED)

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 an **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 Executive Director will 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 Executive Director will also be tasked with 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 : Executive Director

Job Level : Executive Director

Position Base : Jakarta - Indonesia

KEY RESPONSIBILITIES

1. Represent the collective interests of the 10 ASEAN Member States (AMS) in the field of energy.
2. Act as ACE's spokesperson, promoting ASEAN's energy initiatives and achievements to the public, media, private sector, dialogue partners (DP) and relevant international organisations (IOs).
3. Act as a catalyst for intra-ASEAN energy cooperation by facilitating the timely and effective execution of the ACE work programme as agreed by the ASEAN Energy Ministers and Senior Officials on Energy and supporting the implementation of the ASEAN Plan of Action for Energy Cooperation (APAEC).
4. Develop the Centre into a regional energy think-tank, which conducts influential analyses and provides perspectives that impact energy policy and develops in-house regional energy outlooks and scenarios.
5. Ensure that the Centre serves as the repository of institutional memory, providing continuity in ACE's work and activities.
6. Be responsible for the effective management of the Centre – rationalising administrative functions, instilling efficiency, and financial discipline, and adopting a forward-looking approach to organisational and financial matters to ensure continuity and consistency, including by actively seek additional funding avenues.
7. Review, upgrade, and modernise information management and reporting systems, digitalisation, rules and procedure.
8. Familiar with matrix organization structure and its implementation.
9. Understanding or having experiences as a project manager is an advantage.
10. Be responsible for the performance of all ACE staff, develop, motivate and set performance objectives for individual senior level staff to deliver sustainable energy expertise and capability and support a culture of continuous improvement.
11. To plan, manage and monitor the use of available resources (people, structures, budgets, assets) to deliver an optimal level of service provision against cost.
12. Responsible to support the development of an organizational culture that promotes accountability and high performance, encouraging a team culture of learning, creativity, and innovation as well as enabling the pillar to deliver outstanding results.
13. Be accountable to the ACE Governing Council (AGC) in all aspects of his role and work in close consultation with the AGC Chair.



14. Take charge of the Centre and be responsible for the discharge of all the duties and responsibilities entrusted by the ASEAN Ministers on Energy Meeting (AMEM) and SOME.
15. Initiate, advise, coordinate and implement ASEAN energy track activities, including to:
 - Develop and provide the regional perspective on subjects and issues for AMEM's and SOME's consideration.
 - Ensure the timely and efficient implementation of endorsed ASEAN energy projects and initiatives.
 - Conduct and collaborate in approved research activities and convene meetings of officials and experts as required.
 - Plan, coordinate, harmonise and manage all approved capacity building activities.
 - Actively seek co-funding and sponsorship with potential dialogue partners and sponsors.
 - Administer funds under the ASEAN Secretariat for ASEAN energy cooperation.
16. Serve as spokesperson and representative of ASEAN energy track on matters delegated by the SOME, including to:
 - Conduct consultations with the AMS, the private sector, the non-governmental organisations and other relevant stakeholders.
 - Reach out and facilitate exchange with international and regional organisations.
 - Promote ASEAN's work and achievements on the energy track to the public, media, business and relevant regional and international institutions.
17. Participate in all ASEAN SOME and AMEM.
18. Report to the SOME and AMEM on all aspects of energy cooperation which ACE is engaged in and offer related assessments and recommendations.
19. Participate in and provide technical and secretarial support to ASEAN Subsector Network (SSN) meetings.
20. Ensure that the AMEM, SOME, SSNs and other ASEAN specialised bodies are informed of the directives and relevant developments in the ASEAN energy track.
21. Act as the channel of communications between: (i) ASEAN Secretariat, AMEM, SOME, SSNs; and (ii) the DPs and IOs.
22. Prepare the Annual Budget Estimates of the Centre for the approval of the AGC.
23. Prepare an Annual Report of the previous year as well as a work plan for the year ahead for submission to the AGC.
24. Act as the custodian of all ACE and ASEAN energy track documents.
25. Ensure organisational discipline in the ACE and have authority to recruit, terminate or promote staff under the provisions of this Agreement and such other Rules and Regulations as may hereafter come into effect.
26. Exercise the administrative and financial powers vested in the Executive Director under the provisions of this Agreement and such other Rules and Regulations as may hereafter come into effect.
27. Carry out any other duties assigned by the SOME.



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 10 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:

Remuneration and appointment will be commensurate with educational qualifications and experience of the candidate. The successful candidate will be offered a three-year contract, which may be extended on an annual basis for a period not exceeding two (2) years. The Extension is subject to the consensus of all Council members and is to be based on the annual performance appraisal of the Executive Director as conducted by the Council.

The monthly salary ranged from **USD 8,000 – USD 13,600**. All other applicable benefits (housing allowance, education 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 **August 2024**.

HOW TO APPLY:

Read more information at <https://aseanenergy.org/vacancies/> and click “[Apply here](#)” or directly submit at <https://ace.aseanenergy.org/employment-application-form/> by **31 March 2024** at the latest. Interview of shortlisted candidates will be conducted in **June 2024**. Incomplete applications will not be considered.

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