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

SENIOR OFFICER OF ASEAN PLAN OF ACTION FOR ENERGY COOPERATION (APAEC)

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.


Part of the efforts to fulfil ACE’s function as a regional centre of excellence that builds a coherent, coordinated, focused and robust energy policy agenda and strategy for ASEAN, the APAEC Department leads the development, monitoring, and implementation of APAEC by catalysing the regional energy cooperation among ASEAN Member States (AMS) as well as facilitating the engagement with Dialogue Partners, International Organisations, and other partners.

ACE is seeking one (1) Senior Officer from ASEAN nations.

Duties and Responsibilities

The Senior Officer will assist the Senior Head of the ASEAN Plan of Action for Energy Cooperation (APAEC) Department in the development, coordination, implementation, monitoring, evaluation, score carding, and reporting with regards to programmes and projects
of the APAEC seven (7) programme areas and in light of the priorities and directions of the ASEAN Ministers of Energy Meeting / Senior Officials Meeting on Energy;

Senior Officer will perform the following core activities:

- Lead the development of ASEAN Plan of Action Energy Cooperation Post-2025 and facilitate the consultation process with ASEAN Member States and related stakeholders towards the adoption/endorsement of AMEM.
- Lead the monitoring of Work Plan and Key Performance Indicators of the APAEC.
- Lead the preparation, coordination, facilitation, implementation, monitoring and score carding of the ASEAN Plan of Action for Energy Cooperation (APAEC) to ensure the completion of APAEC Milestones.
- Lead the engagement with dialogue partners and international organisations to support the implementation of APAEC, including exploring the expansion of new engagement and provide support in the process of planning, review, assessment, development of projects.
- Organise and facilitate dialogue meetings and seminar-workshops and other related events to facilitate exchange of information, promote cooperation, etc.
- Develop opportunities for project funding, such as, drafting concept papers, project proposals and reports, developing project budget and cash flows and monitoring strategies.
- Contribute in the development of information and communications technology (ICT) and advocacy strategies and papers to promote regional energy cooperation.
- Coordinate and communicate with other Staff of the Centre; and
- Carry out another task/s that may be assigned to him/her by the Executive Director.

Minimum Qualifications, Experience and Competencies (Skills, Knowledge, Attribute)

Technical skills:
- Master’s degree in engineering, energy management, energy policy and planning, economics or another appropriate specialist discipline
- At least three (3) years working experience in energy sector or in other relevant field in technical capacity is preferred. Working experience in international/intergovernmental organisation as well as experience in Southeast Asia region is an advantage.
- Experience in the development, coordination, implementation, monitoring, evaluation, score carding and reporting of projects.
- 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 establish and maintain sound working relationships with stakeholders.
• Demonstrated ability to perform project management, such as, project review and evaluation, identifying opportunities for project funding and to prepare quality project reports and other documents; and be able to communicate such reports in meetings, seminar, workshop, etc.
• 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, and willingness to travel on short notice.

Other skills:
• Excellent interpersonal attributes including sensitivity, sound and strong organisational and leadership capability, able to work effectively and efficiently in a multicultural environment.
• Promote open reporting culture, that is transparent, compliant and practice integrity.

Language proficiency:
• Excellent written and spoken English.
• Excellent in presentation using the English language.

REMUNERATION AND BENEFITS:

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

The monthly salary ranged from USD 1,760 – USD 2,992. The compensation shall be commensurate with the educational qualification and experience of the candidate. All other applicable benefits (gratuity, housing allowance, communication allowance, health, life and travel insurance, etc.) shall be subject to the ACE consolidated rules and regulations.

HOW TO APPLY:

Submit your application thru https://aseanenergy.org/vacancy/ and click apply now at the right side of the page or apply here directly, by latest 30 June 2024.

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