



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

Communication Officer

Background:

Established on 1 January 1999, the ASEAN Centre for Energy (ACE) is an intergovernmental organisation within the ASEAN structure that independently 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. 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.

ACE is seeking a **Communication Officer**. The incumbent reports to the Head of Corporate Affairs Department. Female candidates are strongly encouraged to apply.

Position:

Job Title	: Communication Officer
Job Level	: Technical Officer
Department	: Corporate Affairs (CA) Department
Reporting To	: Head of Corporate Affairs Department
Supervising	: None

Duties and Responsibilities:

The Communication Officer shall support ACE in managing communications to a wide range of ACE Stakeholders both internal and external to mitigate any risks and seize opportunities, study and advise marketing study to improve ACE visibility and to enhance the image of ACE. The Communication Officer is responsible to for the following tasks, duties and functions:

Information/Knowledge Management

- Gather information actively about all ACE's activities e.g. through interviewing advisors and issuing articles and short summaries ready to be published.
- Coordinate all media activities (drafting and sending out press releases, compiling assembling and distributing media information materials for specific target groups and coordinating with the third-party regarding PR).



- Monitor and survey all news coverages in all media (including social media sites such as Twitter, LinkedIn, YouTube, Facebook and Instagram).
- Compile a regular media review (documentation and analysis of relevant media reports on Energy in the ASEAN region and Indonesia).

International and Regional work

- Planning, developing and implementing communication strategies related to ACE overall Programme and activities.
- Develop and implement suitable communication tools for regional and international dissemination of information.
- Coordinate necessary processes to produce publications and materials in accordance with partner standards (corporate design, project design, standards for content).
- Support the organization of events (workshops, seminars, conferences, business forum, etc.).
- Maintaining and updating information on organisation's website

Internal Communications

- Disseminate information and supporting dialogue amongst ACE.
- Support ACE- IT officer for maintaining the content the ACE website continuously.
- Further develop appropriate internal information instruments (newsletters or similar)
- Manage the spread of information of result of ACE's publication APAEC Programme to the relevant stakeholder.
- Provide linguistic quality assurance and editing for documents of ACE in English or Bahasa Indonesia.
- Strategize the flow of information and/or Communication with relevant stakeholders.
- Support the knowledge management function through documentation, dissemination of the know-how, and safe keeping the information related to both ACE activities and Communication functions.
- Support IT activities related to the website management.
- Provide public relations advice and assistance to the Managers on implementation of public relations and marketing events, activities and publications;

Reporting and Outputs

- Manage ACE's Annual Report
- The outputs are communication strategy, analytical report related to outreach of the ACE communication tools and technical report on the performed activities.
- Together with Graphic designer, design, develop and publish public relations materials and media campaigns, including banners, posters, booklets, brochures, leaflets and other promotional materials.
- Develop and maintain the program's/project's image, including the use of logos.
- Design, develop and write newsletters, frequent press releases and information about the program/project to a high standard for internal and external publishing;
- Take, file, organize, and choose photos from activities, to be used at the promotion material or reports.



- Arrange the interviews with journalists, magazines and newspapers;
- Respond to any information inquiries regarding overall program/project implementation.
- Perform other duties and tasks at the request of the Executive Director.

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

Technical skill:

- Bachelor's degree in international relations, political science, journalism, communication, business or media studies, marketing or another relevant field. Master level is considered to be an advantage.
- Professional Experience at least 5 years in a comparable position i.e., PR, marketing, events promotion, journalism.
- Ability to express oneself well both verbally and in writing, polished, target group-oriented style.
- Good experience in writing articles and conduction interviews.
- Experience in working with web pages and social media platforms.
- Ideally basic knowledge of graphics applications.
- Good working knowledge of ICT technologies (MS Office and other related software).
- Preferable has experiences on IT (software and IT network concept).

Inter-personal skill:

- Excellent inter-personal attribute including tact sensitivity, sound and strong organizational and leadership capability, able to work effectively and efficiently in a multi-cultural environment.
- Promote open reporting culture, that is transparent, compliant and having integrity.

Language proficiency:

- Excellent knowledge of written and spoken English, kindly provide by IELTS/TOEFL certificate

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 805 – USD 1,932**. The compensation shall be commensurate with the educational qualification and experience of the candidate. All other applicable benefits (gratuity at 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 **August 2024**.



HOW TO APPLY:

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

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