



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

ASSOCIATE PROGRAMME OFFICER – ENERGY EFFICIENCY AND CONSERVATION

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.

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 Energy Efficiency and Conservation Department responsible for managing on energy efficiency and conservation-related programmes, research, and study projects to support the implementation of ASEAN Plan of Action for Energy Cooperation (APAEC).

The APAEC is a guiding policy document to advance multilateral energy cooperation and integration towards achieving the goals of ASEAN Economic Community. The strategies of APAEC 2016-2025 Phase II: 2021-2025 is driven by the overall theme of "Enhancing Energy Connectivity and Market Integration in ASEAN to Achieve Energy Security, Accessibility, Affordability and Sustainability for All" and sub-theme "Accelerating Energy Transition and Strengthening Energy Resilience through Greater Innovation and Cooperation". The APAEC consists of seven (7) Programme Areas, including Energy Efficiency and Conservation, which aiming to achieve 32% energy intensity reduction by 2025 based on 2005 levels by promoting energy efficiency and conservation measures in building, industry, and transport.

ACE is seeking **one (1) Programme Officer on Energy Efficiency and Conservation** from the ASEAN nations only. This position is in the Energy Efficiency and Conservation (CEE) Department. The incumbents report to the Head of Energy Efficiency and Conservation and Programme Manager of Asia Low Carbon Building Transition.

POSITION IDENTIFICATIONS

Job Title : Associate Programme Officer on Energy Efficiency and Conservation
Job Level : Technical Officer (TO)
Department : Energy Efficiency and Conservation Department.
Reporting To : Head of Energy Efficiency and Conservation Department & Programme Manager of Asia Low Carbon Building Transition

DUTIES AND RESPONSIBILITIES

Under the guidance of the Head of Energy Efficiency and Conservation and Programme Manager, the Programme Officer shall assist in handling all programme management aspects



and activities of the EE&C programme under the APAEC, and will be responsible for the following duties:

- Support the coordination, facilitation, and implementation of APAEC strategies and action plans, particularly EE&C programme area.
- Support the Head of Department and/or Programme Manager to coordinate, develop, and monitor work plan, budget, and key performance indicator of the programme/s. Document knowledge products, lessons learned, and best practices in the project/programme development and implementation.
- Support research, studies, and analysis on the area of energy efficiency and conservation, including on harmonization of minimum energy performance standards (MEPS) of energy-efficient appliances, EE&C policies and measures in building, industry, and transport, as well as energy efficiency financing mechanism.
- Support in organising and facilitating dialogue, meetings, seminar-workshops, and other related activities to facilitate exchange of information and promote cooperation
- Support in liaising with dialogue partners and international organizations, including exploring the possible cooperation and provide support in the process of planning, review, assessment, and development of projects
- Support in identifying opportunities for project funding, such as, drafting concept papers, project proposals and reports, developing project budget and monitoring strategies
- Support in the development of information and communications technology (ICT) and advocacy strategies and papers to promote regional energy cooperation
- Coordinate and communicate closely with ACE internal pillars and departments.
- Carry out another task/s that may be assigned to him/her by the Executive Director.

QUALIFICATIONS

- A Bachelor's degree (Master's preferred) in the field of energy, engineering, or any other another appropriate specialist discipline.
- A minimum of two (2) years of experience in the energy sector, particularly EE&C-related projects is preferred, especially in programme/project management. Working experience in international/intergovernmental organization as well as experience in Southeast Asia region is an advantage.
- Knowledgeable on energy issues, especially on energy efficiency and conservation, including the global and regional trends and developments.
- Demonstrated skills to coordinate, implement, and monitor projects/programmes, including ability to develop and maintain sound working relationships with stakeholders; project review and evaluation; identification of funding opportunity; preparation of quality project reports and other documents; and project progress communication in meetings, seminar, workshop, etc.;
- Knowledge and ability to work using MS Word, Excel, Project and Planner, and other relevant tools to project implementation and management.
- 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.

PERSONAL COMPETENCES

- Teamwork, action oriented, problem solving, analytical and creative thinking.
- Ability to work accurately, pay attention to detail and meet deadlines, as well as organise work efficiently and deal simultaneously with a wide variety of tasks.
- Excellent interpersonal attribute 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 having integrity.
- Excellent command of written and spoken English.

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 805 – USD 1,932. The compensation shall be commensurate with the educational qualification and experience of the candidate. All other applicable benefits (transportation allowance, communication allowance, health and life insurance, etc.) shall be subject to the ACE consolidated rules and regulations.

HOW TO APPLY:

Submit your application through <https://aseanenergy.org/vacancies/> and click “Apply Now”, by latest **31 July 2024**. The Selection Committee’s decision is final and only shortlisted candidates will be notified.

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