



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

NATIONAL PROJECT COORDINATOR 4 positions (Cambodia, Indonesia, Thailand, Vietnam)

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.

The Asia Low Carbon Buildings Transition project is supported by the International Climate Initiative (IKI) of the German Federal Ministry for Economic Affairs and Climate Action (BMWK) and implemented by a consortium comprise of the Global Green Growth Institute (GGGI), the ASEAN Centre for Energy (ACE), HEAT International, and the Energy Efficiency Services Limited (EESL) of India.

Rapid economic development in the region has led to a boom in building construction, with floor area projected to double by 2060. This growth drives energy demand and emissions, especially from cooling needs in hot climates. However, many Asian countries lack the frameworks, capacity, and financing to enable low-carbon buildings at scale. While regional



plans like APAEC provide efficiency blueprints, targeted support is needed to assist governments, industries, and financial institutions in implementation. Therefore, the project will address regulatory, capacity and financing gaps that prevent large scale adoption of low carbon buildings (LCB). Project interventions build technical and institutional capacity for city and state governments to contribute to national GHG emission reduction targets from building materials and operations, particularly from cooling, complementing regional and global initiatives in the five target countries – Cambodia, India, Indonesia, Thailand, and Vietnam.

The project Four strategies are employed to transform existing and new buildings towards carbon neutrality by 2050: (1) institutional capacity of governments is enhanced; (2) technical capacity of industry and service professionals to deliver LCB is substantially improved through trainings and tools; (3) financing is leveraged for efficient cooling and LCB through common metrics and innovative business models; and (4) creation of market demand for LCB, replication of project tools and approach through systematic sharing of lessons, between project countries and globally.

The project aims to achieve 4 outputs:

1. **Standardized tools and systems for managing carbon emissions from the building sector developed and piloted.** This includes developing an assessment tool to quantify embodied and operational carbon, piloting a building registry, and policy recommendations for net-zero buildings.
2. **Key industry stakeholders have enhanced capacity to deliver low carbon buildings.** This will be done through training programs, integration of low carbon concepts into university curricula, and promoting energy service companies.
3. **Financial pathways established to facilitate financing for low carbon buildings.** Activities involve engaging financial institutions, developing a taxonomy to link building performance with finance, and demonstrating innovative models like on-bill financing.
4. **Project knowledge documented and shared to facilitate replication and scaling up.** Knowledge products, training materials and project data will be disseminated online and through workshops to promote adoption in other regions.

Specifically, ACE's tasks include, with focus in Cambodia, Indonesia, Thailand, and Vietnam:

1. Developing online tools and processes for design standards, carbon and energy estimation for architects and developers, and a regional buildings database. (Output I)
2. Incorporating state-of-the-art technologies for efficient cooling into green procurement guidelines for the building sector. (Output I)
3. Integrating building sustainability to university syllabus (Output II)
4. Evaluating policy and market readiness for on-bill financing and SME ESCO models in Thailand, Indonesia, and Vietnam. (Output III)
5. Piloting an integration of energy efficiency financing and business models through online processes for low-carbon buildings. (Output III)
6. Promoting Regional knowledge sharing and potential replication for low carbon buildings across ASEAN. (Output IV)

To execute these initiatives effectively, ACE is seeking **one (1) National Project Coordinator for each country – Cambodia/Indonesia/Thailand/Vietnam.**



POSITION IDENTIFICATIONS

Job Title : National Project Coordinator - Cambodia/Indonesia/Thailand/Vietnam
Job Level : Senior Officer
Department : Energy Efficiency and Conservation Department.
Reporting To : Head of Energy Efficiency and Conservation Department & Programme Manager of Asia Low Carbon Building Transition
Position Base : Cambodia, Indonesia, Thailand and Vietnam

DUTIES AND RESPONSIBILITIES

Under supervision of Head of Energy Efficiency and Conservation Department and Programme Manager of Asia Low Carbon Building Transition, the National Coordinator is responsible for the implementation of Asia Low Carbon Building Transition project in Cambodia, Indonesia, Thailand, and Vietnam. Key responsibilities include:

Project Coordination and Stakeholder Engagement

- Act as the primary coordinator for ACE's project activities in the assigned country.
- Coordinate and monitor the implementation of ACE's deliverables, ensuring alignment with project goals and timelines in the assigned country.
- Prepare regular reports on project implementation, challenges, and achievements, as well as contribute to the overall project monitoring, evaluation, and learning mechanisms of the project.
- Liaise, build, and maintain relationship with key national stakeholders including government agencies, project partners, industry partners academic institutions, and experts/consultants to facilitate smooth project execution.

Project Implementation Support, including Research and Analysis

- Facilitate and support the conduct of studies, data collection efforts, analysis, and stakeholder consultation for the implementation of project activities, tasks, deliverables.
- Provide expert input and feedback to the project outputs, including reports and tools development.
- Contribute to the development of knowledge products and dissemination materials.
- Manage and facilitate technical assistance activities for pilot projects on low-carbon buildings.



Capacity Building and Meetings Organization

- Support the organization and delivery of national project-related meetings, workshops, events, and training programmes.
- Facilitate knowledge transfer between international experts and local stakeholders.
- Represent ACE in national-level meetings, workshops, and events related to the project and participate in regional knowledge-sharing activities.
- Collaborate with National Experts and Partners from other project countries to ensure consistency and share best practices.

Ad-hoc Duties

- Perform other relevant duties as assigned by ACE management to support the successful implementation of the project.

QUALIFICATIONS

- **Education:**
 - Master's degree in engineering (mechanical, architectural, civil), energy management, energy policy and planning, climate & sustainability, or a related discipline.
- **Experience:**
 - At least five (5) years of experience in building energy efficiency and conservation-related projects in the assigned country and possess strong knowledge in country specific energy efficiency policy, industry, and stakeholders.
 - Familiar with the donor-funded projects (multilateral, bilateral, and development organisation), including technical assistance and capacity building projects, such as on energy audit, ESCO programme management, policy consultation, and EE financing.
 - Knowledge and understanding on building energy efficiency, policy landscape, EE financing including ESCO mechanisms pertaining to building sector, Knowledge of HVAC, lighting, building enclosure systems, and building science. Understanding of energy codes and standards (e.g., IECC, ASHRAE 90.1, LEED, ENERGY STAR) as well as understanding in sustainable building practices and green building standards.
 - Possession of the professional qualification or certifications such as CEM, LEED accreditation, ASHRAE BEMP, or EDGE Expert/EDGE Auditor are beneficial.
 - Experience or involvement in the ASEAN energy sector or projects, especially in the topics of energy efficiency in building, is a plus.

PERSONAL COMPETENCY

- Strong teamwork skills with an action-oriented, problem-solving, analytical, and creative thinking approach.
- Ability to work accurately, pay attention to detail, meet deadlines, and efficiently organize work while handling a variety of tasks simultaneously.



- Excellent interpersonal attributes, including sensitivity, sound judgment, and strong organizational and leadership capabilities. Able to work effectively in a multicultural environment.
- Promote an open reporting culture that is transparent, compliant, and embodies integrity.
- Excellent command and proficiency of writing and speaking in both English and local language.

REMUNERATION AND BENEFITS:

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

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

The successful candidate is expected to be on board by **March 2025**.

HOW TO APPLY

Submit your application through <https://aseanenergy.org/vacancies/> and or directly submit [here](#) by **31 December 2024** at the latest. The Selection Committee's decision is final; only shortlisted candidates will be notified.