



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

**ASEAN CLIMATE CHANGE AND ENERGY PROJECT PHASE II
(ACCEPT II)**

Background

The ASEAN Centre for Energy (ACE) Internship Programme offers a small number of outstanding students the opportunity to acquire work experience with ACE under ASEAN Climate Change and Energy Project Phase II (ACCEPT II).

ASEAN Climate Change and Energy Project Phase II (ACCEPT II) is a four-year joint project that will help move ASEAN's energy transition to low carbon energy systems and thereby contribute toward global carbon neutrality in the coming years (Impact).

The planned effects of the Project are:

- 1) advance knowledge-sharing on energy and climate nexus in ASEAN,
- 2) enhance ASEAN's capacity as a low-carbon economy towards carbon neutrality (net zero) and
- 3) strengthen regional structure, capacity, and gender equality on energy-climate nexus (Outcome).

In addition, the project will generate written and oral advice for the energy authorities of ASEAN countries. It will also feed into and inform the future development aid projects of international donors.

Responsible unit for the grant scheme: Royal Norwegian Embassy in Jakarta

Applicant: ASEAN Centre for Energy (ACE)

Partner: Norwegian Institute of International Affairs (NUPI)

Project Overall's Objectives:

- Advanced knowledge sharing on energy and climate nexus in ASEAN.
- Enhanced ASEAN's capacity as a low-carbon economy towards carbon neutrality (net zero).
- Strengthened regional structure, capacity, and gender equality on energy-climate nexus.
- Increase the visibility of ACE regionally and internationally.
- Build cooperation and closer relations between ASEAN and Norway, particularly on energy and climate change issues, embodied by cooperation between ACE and NUPI.

In this regard, ACE is providing up to two (2) new internship opportunities to be involved in ACCEPT II Project research and cooperation activities. The ACCEPT II is an equal opportunity to all candidates regardless of their race, colour, ethnic or social origin, religion or belief,



disability, and sexual identity. The project is committed to achieving 50/50 gender balance in its staff. **Female candidates are strongly encouraged to apply for.**

More details about the vacancy can be found at <https://aseanenergy.org/vacancies>.

Responsibilities:

Under the general guidance of ACCEPT II staff, the intern will support ACCEPT II Project research and cooperation activities. This will include but not limited to:

1. Support the research activities, including but not limited to research design or concepting note, primary and or secondary data collection, data analysis & processing, stakeholder management, and writing report.
2. Contribute to the creation of publications and contents for website or other media, e.g., Reports, Policy Briefs, Op-Eds, blog posts, etc.
3. Support the preparation of meetings and events organised by ACCEPT, including post-event reporting.
4. Support other activities as assigned by the supervisor.

Qualifications:

- Enrolled in a bachelor's or master's degree in any science and engineering major in particular energy and climate degree including environmental science, economics, public policy, law, and politics.
- Be third year or last year student or a fresh graduate degree but must commence the internship within 6 months period after graduation.
- Good computer skills in the Microsoft Office suite. Any other computer or related software skill is a plus.
- Professional work experience is not required, however, any exposure or involvement in energy and climate sector is a plus.
- Strong willingness to learn about energy and climate sector, especially in the scope of power, fossil fuel, alternative energy and storage sectors.
- Ability to work in a team and to adapt to a diverse working environment.
- Maintain good English both oral and writing.
- Have good academic performance as demonstrated by recent university records.

The internship will be conducted on a hybrid basis, the intern would require to attend ACE office in-person **three days per week**. The remaining workdays may be conducted remotely, in alignment to comply with ACE's normal office hours: 09.00 AM to 05.00 PM Jakarta Time (GMT+7) and the intern assigned tasks.

The internship duration is **4 to 6 months**; and it is expected to be **started in January 2024** (expected).



At the end of the internship program, the intern needs to present the summarised activities and key outputs from the internship, in a sharing session for all ACE staff.

Potential candidates will be contacted by the Human Resource unit directly for further consideration. The selection procedure may also include a written test and an interview.

The intern is entitled to an internship allowance of IDR 100,000 per effective working day to cover their daily meal and transport.

To apply for an internship, the following documents should be submitted to hr@aseanenergy.org:

- A letter of interest and the proposed internship period (for 4 – 6 months Starting on January 2025).
- ACE Internship Application Form (available at ACE website).
- A recent Curriculum Vitae.
- Proof of university enrolment.