



**Internship Programme in Business Development Unit (BDU)
(Corporate Affairs Department)**

ASEAN CENTRE
FOR ENERGY

Backgrounds:

The ASEAN Centre for Energy (ACE) Internship Programme offers a small number of outstanding students and/or fresh graduates the opportunity to acquire work experience with ACE at the ASEAN level.

As an intergovernmental organisation that represents ASEAN Member States' (AMS) interest in the energy sector, ACE 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 economic growth and the environmental sustainability of the region.

Part of the efforts to fulfil its function as a regional centre of excellence that builds a coherent, coordinated, focused and robust energy policy agenda and strategy for ASEAN, ACE provide assistances for ASEAN Member States for implementation of the ASEAN Plan of Action for Energy Cooperation (APAEC) 2016-2025 which serves as the blueprint for enhancing energy connectivity and market integration in ASEAN to achieve energy security, accessibility, affordability and sustainability for all AMS.

In order to deliver its roles, a strategic business plan is required to ensure the sustainability of the organisation. Hence, ACE is providing **one (1) new internship** opportunity for the Business Development Unit (BDU) under Corporate Affairs Department. This position is open to ASEAN nationalities only. Female candidates are strongly encouraged to apply.

Responsibilities:

BDU Intern shall assist the BDU Team in identifying funding opportunities and projects with regards to the 7 programme areas of APAEC and priorities of the ASEAN Ministers of Energy Meeting / Senior Officials Meeting on Energy, including other profit-earning initiatives. BDU Intern will assist in the development and execution of business plans, including oversight in proposal preparation and submission and sustainable business operations.

Under the general guidance of the BDU Team, the intern will support the following activities include but not be limited to:

1. Support the preparation of the ASEAN Energy Business Forum (AEBF) and other commercial activities/events.
2. Support in identifying new business plans for commercial or profit-earning activities and initiatives.
3. Support in proposal development and submission including the facilitation of drafting concept papers, project proposals and reports, project budget and cash flows, contract process and negotiations with funders/partners and support project deliverable monitoring.

Soemantri Brodjonegoro II
Building, 6th Floor
Directorate General of
Electricity
Jl. HR. Rasuna Said
Blok X-2, Kav. 07-08
Jakarta 12950, Indonesia

Phone: (62-21) 527 9332

secretariat@aseanenergy.org
www.aseanenergy.org



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4. Support other activities as assigned by the supervisor.

Qualifications:

- Enrolled in a bachelor's in business management, economics, energy management, energy policy and planning, and/or other appropriate specialist discipline.
- Fresh graduates are preferred, but they must commence the internship within six (6) months after graduation.
- Demonstrated ability to develop business plans and project proposals.
- Good computer skills in the Microsoft Office suite. Any other software skills are a plus.
- Professional work experience is not required. However, any exposure or involvement in the energy sector and/or ASEAN is a plus.
- Strong willingness to learn about the energy sector in ASEAN and beyond.
- Ability to work in a team and to adapt to a diverse working environment.
- Excellent command of written and spoken English.
- Have good academic and non-academic performance.

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The internship will be conducted on a hybrid basis, but up to 3 days per week may be requested to present at ACE office. He/she must be able to comply with ACE's normal office hours: 8.30 AM to 4.30 PM Jakarta Time (GMT+7)

The internship duration is four (4) months, from March to June 2025.

At the end of the internship programme, 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 directly by the Human Resource Unit 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.

How to Apply:

Read more information at <https://aseanenergy.org/vacancies/> and click “**Apply here**” by **16 February 2025** at the latest.

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