



ASEAN CENTRE
FOR ENERGY

ACE Internship Programme

Human Resources Intern (Corporate Affairs Department)

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

As an intergovernmental organisation that represents ASEAN Member States (AMS)'s interest in the energy sector, ACE serves as a think tank, catalyst, and knowledge hub. Maintaining the Human Resources operational and digitalisation of ACE are crucial to support the above roles.

In this regard, ACE is providing one (1) new internship opportunity with the HR team to support HR function in overall organisation.

This position is open to all ASEAN nationalities. Female candidates are strongly encouraged to apply.

Soemantri Brodjonegoro II
Building, 6th fl.
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

Responsibilities:

The Human Resources Intern works in close collaboration with all departments under the Corporate Affairs Department to ensure that all Human Resources needs of the ASEAN Centre for Energy are fully met, in accordance with ACE's policies and procedures. The roles include but not limited to;

Recruitment:

- Assist HR Team in the recruitment processes for staff, consultants or interns and ensure quality people are recruited in accordance with our Key Performance Indicators and policy on gender and diversity. This includes revision of job descriptions, Terms of References, arranging and preparing interview panels and documents for internal approvals.

HR Administration:

- Maintain, file and archive personnel records for staff, consultants and interns.
- Assist on-boarding and exit process with staff.
- Assist all staff and provide advice about all HR and administrative concerns.

Other general responsibilities:

- Provide Human Resources advice to all staff, if needed.
- Assist in admin matters as requested.
- Other tasks as assigned by the HR Team.
- Ensure confidentiality is maintained strictly at all times.

Qualifications:



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- University Degree in Human Resources Management, Management, International Relations, Administration or Public Administration or equivalent
- Fresh graduates are welcome. Having internship experience with International organisation is an advantage.
- Advanced computer skills (Windows, word processing, spreadsheets)
- Able to work independently and as part of the team
- Exceptional organisational ability with an eye for detail
- Documentation preparation / presentation and computer-based production skills
- Sensitive to cultural and regional issues
- Have excellent academic performance as demonstrated by recent university records.
- Fluently spoken and written English

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: 9.00 AM to 5.00 PM Jakarta Time (GMT+7)

The internship duration is four (4) months; during the period of March - 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 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, supported by ACE.

HOW TO APPLY:

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

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