

## Internship Programme on Energy Efficiency and Conservation Department (CEE)



ASEAN CENTRE  
FOR ENERGY

### **Backgrounds:**

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) interest in the energy sector, ACE serves as a think tank, catalyst and knowledge hub, supporting AMS to implement the ASEAN Plan of Action for Energy Cooperation (APAEC). The APAEC Phase II: 2021-2025 focuses on seven (7) Programme Areas (PA), including PA 4 on Energy Efficiency and Conservation (EE&C).

The Energy Efficiency and Conservation (CEE) department of ACE leads the energy research and cooperation activities in ASEAN, especially in implementing the EE&C Programme Area strategies and action plans.

In this regard, ACE is providing up to **three (3) new internship opportunities** to be involved in research and cooperation activities in the CEE department.

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

### **Responsibilities:**

Under the general guidance of CEE team, the interns will support CEE research and cooperation activities. This will include but not be limited to:

- Assist the research activities, including but not limited to desktop research, data collection and processing, stakeholder management, and proposal/report preparation.
- Assist in implementing EE&C-related projects.
- Contribute to the development of publications and content for the website or other media, e.g., Reports, Policy Briefs, Op-Eds, booklet, blog posts, etc.
- Support preparing meetings and events organised by CEE.
- Support other activities as assigned by the supervisor.

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### **Qualifications:**

- Enrolled in a bachelor's or master's degree in science, engineering, or other related degrees.
- Fresh graduates are preferred, but they must commence the internship within six (6) months after graduation.
- Knowledge of energy efficiency and conservation policy and technology is preferred.
- 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, especially in the scope of energy efficiency and conservation.
- Ability to work in a team and to adapt to a diverse working environment.
- Maintain good English writing and language skills.
- Have good academic performance, as demonstrated by recent university records.

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, **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.