



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

Procurement and Contract Management Specialist

**Clean Energy and Power Trade Development in Southeast Asia Multi-Phase
Programmatic Approach Accelerating Sustainable Energy Transition (MPA-ASET)**

Background

The ASEAN Centre for Energy (ACE) is an intergovernmental organisation that independently represents the 10 Association of Southeast Asia Nations (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.

ACE was established in 1999 with a strong founding vision to strengthen energy cooperation among the members of ASEAN. With growth in energy demand and the increasing priority placed on regional energy integration and cooperation, there is a need to enhance ACE to fully realise its potential to play a pivotal role in shaping ASEAN's energy landscape.

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 conducts joint studies, policy dialogues and capacity buildings for ASEAN Member States to support the implementation of the ASEAN Plan of Action for Energy Cooperation (APAEC) 2016-2025. The APAEC is a guiding policy document to advance multilateral energy cooperation and integration towards achieving the goals of the ASEAN Economic Community. The strategies of APAEC 2016-2025 Phase II: 2021-2025 are 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 the sub-theme "Accelerating Energy Transition and Strengthening Energy Resilience through Greater Innovation and Cooperation".

ASEAN Centre for Energy (ACE) works with the **International Development Association (IDA) of the World Bank Group** for the Clean Energy and Power Trade Development in Southeast Asia Project ("**the Project**"). The cooperation is established through a technical assistance grant provided by the IDA with the objective of accelerating the scale-up of renewable energy (RE) in ASEAN countries, including through regional power trade. The initial US\$ 5 million grant supports (i) regional RE policy and climate financing, (ii) regional



power trade, and (iii) knowledge sharing, consultations, and capacity-building activities to be implemented by ACE for the ten ASEAN Member States. The grant will support the implementation of the ASEAN Plan of Action for Energy Cooperation (APAEC) Phase II: 2021-2025 and post-2025 APAEC, specifically for the Programme Area 1 of the ASEAN Power Grid (APG), Programme Area 5 of Renewable Energy (RE), and Programme Area 6 of Regional Energy Policy and Planning (REPP). The funding from the IDA is provided as part of the Multi-Phase Programmatic Approach Accelerating Sustainable Energy Transition (MPA-ASET), a ten-year regional initiative that aims to finance up to US\$ 2.5 billion of investments in RE and regional power trade.

In this regard, the ASEAN Centre for Energy (ACE) is seeking a **Procurement and Contract Management Specialist** with exceptional professional, strong leadership skills and management abilities to lead ACE's transformation into a regional energy knowledge hub and think-tank.

Position identification

Job Title : Procurement and Contract Management Specialist

Job Level : Senior Officer

Department : Corporate Affairs Department

Reporting To : Head of Corporate Affairs Department

Position summary

The Procurement and Contract Management Specialist is responsible for the development and implementation of the procurement and contract management under the Project. The incumbent will serve as the focal point for developing, updating and devolving all procurement procedures under the Project and will provide support to procurement teams of ACE, including providing overall strategic guidance on procurement policies and procedures relevant to donor's and ACE's Rules and Procedures. The Procurement and Contract Management Specialist will ensure compliance with the World Bank Guidelines and Rules for the World Bank-supported activities.



Key responsibilities:

- **Lead and manage the entire procurement process** for goods, works, non-consulting services, and consultancy services in line with project Procurement Plans and relevant regulations of ACE and World Bank.
- **Assist in the preparation of technical specifications** for the procurement process for goods, works, and services, ensuring alignment with project goals and donor requirements.
- **Advertise procurement opportunities**, including Invitations for Bids and Requests for Quotations, ensuring compliance with ACE's procurement policies, the Bank's procurement regulations, and other relevant guidelines.
- **Identify suppliers and/or contractors** by evaluating eligibility and qualifications and prepare the list for contracts procured through the appropriate purchasing methods.
- **Prepare procurement documents**, including bidding documents, Requests for Proposals (RFPs), and contract conditions, in coordination with technical experts to ensure accuracy.
- **Assist in the selection and hiring of consultants**, including preparing Terms of Reference (TORs), drafting RFPs, short-listing consultants, and finalising contracts.
- **Review evaluation reports and support contract negotiations** with selected consultants to ensure alignment with project goals and donor guidelines.
- **Monitor and supervise consultant contracts**, ensuring that deliverables are met in line with agreed timelines and quality standards.
- **Lead the evaluation of bids and proposals**, ensuring that all technical, commercial, and financial aspects are reviewed in accordance with procurement documents and donor regulations.
- **Prepare detailed evaluation reports**, providing necessary recommendations for contract awards.
- **Assist in preparing reports for World Bank review**, ensuring compliance with procurement regulations and timely submission for "no objection" or approval.
- **Ensure project costing aligns with procurement activities**, making sure procurement documentation is accurate, complete, and is timely updated to the Bank's Systematic Tracking of Exchanges in Procurement (STEP) platform.
- **Assist in the development, updating, and monitoring of project procurement plans**, ensuring that schedules for procurement activities align with project timelines.
- **Collaborate with the Finance Senior Officer** to align procurement activities with budgeting and disbursement projections.
- **Assist with the preparation of procurement-related documents**, including the Procurement Plan, Project Operations Manual, and Procurement Strategy for Development, ensuring they align with project objectives.
- **Maintain an efficient procurement and contract tracking system** to ensure easy access to procurement-related documents for internal teams, World Bank, and auditors.
- **Ensure proper filing of procurement documents** to facilitate easy retrieval and timely review by stakeholders.



- **Monitor procurement progress**, providing updates to senior management, project teams, and donors.
- **Collaborate with the Project Coordinator** to ensure procurement activities are integrated into the Annual Work Plan and Budget.
- **Work closely with the Monitoring & Evaluation (M&E) Specialist** to develop contract tracking charts and ensure accurate monitoring of procurement activities.
- **Assist World Bank staff during procurement post-review missions**, ensuring all relevant documentation is submitted and providing necessary support.
- **Provide input to the preparation of project reports**, including procurement-related sections for internal and donor reviews.
- **Provide training and capacity building to procurement officers and staff** on contemporary procurement tools and methods, ensuring the effective management of procurement activities.
- **Mentor and guide procurement staff**, promoting a deeper understanding of procurement processes and best practices.
- **Recommend improvements to streamline procurement activities**, advising on how to enhance procurement capacity and efficiency for current and future projects.
- **Assist in the development of standard specifications** for goods, works, and services to facilitate procurement processes and reduce delays.
- **Ensure that specifications are aligned with project objectives**, improving consistency and clarity in procurement procedures.
- **Ensure compliance with procurement regulations**, both internal and external, minimising risks related to procurement and contract management.
- **Identify and mitigate risks associated with procurement activities**, ensuring that procurement processes are transparent, efficient, and effective.
- **Review and monitor contract implementation** to ensure compliance with terms and conditions, and manage amendments, extensions, renewals, and complaints if necessary.
- **Perform any other procurement-related activities** as assigned by the Project Manager, Head of Corporate Affairs, Deputy Executive Director and Executive Director ensuring responsiveness to evolving project needs and priorities.

Qualifications

- Eligible ASEAN nationals with no conflict of interest as per the Bank's procurement regulations.
- Minimum bachelor's degree in business administration, Procurement Management, Engineering, Law, Economics, Finance, or a related field. A master's degree would be preferred.
- At least 5 years of experience in public procurement, contract management, or related areas, preferably within international development or energy projects. Experience working with multilateral organisations such as the World Bank, other ASEAN entities,



or other international financial institutions, and familiarity with their procurement policies and regulations are preferred.

- Proven experience in procurement planning, preparation of bidding documents, contract management, consultant selection, and evaluation of proposals.
- Experience in capacity building and training procurement teams and other project staff on procurement best practices and policies.
- Certifications (preferred): Certified Professional in Supply Management (CPSM) or similar procurement certifications (e.g., CIPS); Project Management certification (e.g., PMP).
- Excellent communication, report-writing, and presentation skills in English, with the ability to work effectively with diverse stakeholders across the ASEAN region.

Personal competencies

- High level of integrity and professionalism in managing procurement processes, ensuring transparency and fairness.
- 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 organise work while handling a variety of tasks simultaneously.
- Excellent interpersonal attributes, including sensitivity, sound judgment, and strong organisational and leadership capabilities. Able to work in a multicultural environment.
- Promote an open reporting culture that is transparent, compliant, and embodies integrity.

Remuneration and benefits

The successful candidate will report to the Head of Corporate Affairs Department (CAD) and the Programme Manager of the Project, be stationed in Jakarta, Indonesia, 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 compensation shall be commensurate with the candidate's educational qualifications and experience. All other applicable benefits (housing allowance, communication allowance, health, life and travel insurance, gratuity, 13th salary, 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/vacancy/> and or directly submit [here](#) by **14 February 2025** at the latest.

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