



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

**Programme Officer
for the ASEAN-Australia Energy Cooperation Program**

Background

The ASEAN Centre for Energy (ACE) is an intergovernmental organisation that independently represents the ten 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.

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). The APAEC is a guiding policy document to advance multilateral energy cooperation and integration towards achieving the goals of the ASEAN Economic Community. The existing APAEC, which is APAEC 2016-2025 Phase II: 2021–2025, is 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 sub-theme *“Accelerating Energy Transition and Strengthening Energy Resilience through Greater Innovation and Cooperation”*. ASEAN is working towards finalising APAEC Phase II: 2021-2025 and developing the new 5-year strategies for APAEC 2026-2030.

ASEAN–Australia Energy Cooperation Program

On 12 December 2024, ACE and Australia's Department of Foreign Affairs and Trade (DFAT) signed a cooperation arrangement for the ASEAN–Australia Energy Cooperation Program (referred to herein as “the Program”). This Program aims to support AMS in tackling climate change through green energy transition by enhancing energy connectivity and market integration to achieve energy security, accessibility, affordability, and sustainability for all.

The Program focuses on three key areas of the APAEC, namely ASEAN Power Grid, Renewable Energy, and Regional Energy Policy and Planning. It will also directly contribute to delivering the ASEAN Strategy for Carbon Neutrality, endorsed at the 55th



ASEAN Economic Ministers' Meeting on 19 August 2023. The Program will adopt a comprehensive, flexible, and iterative approach, harnessing Australia's experience and expertise in energy transition.

In this regard, ACE is seeking qualified ASEAN citizens to apply for the full-time **Programme Officer (PO)** position. The PO will provide administrative and coordination Support in developing, implementing, monitoring, evaluating, and reporting all activities under the ASEAN–Australia Energy Cooperation Program and directly related initiatives under APAEC.

This position is supported by the ASEAN–Australia Energy Cooperation Program through the Australia for ASEAN Futures (Aus4ASEAN Futures) Initiative.

Position Identification:

Job Title : Programme Officer – ASEAN-Australia Energy Cooperation Program
Job Level : Technical Officer
Department : ASEAN Plan of Action for Energy Cooperation (APAEC) and Strategic Partnership
Reporting To : Senior Programme Officer – ASEAN–Australia Energy Cooperation Program

Duties and Responsibilities

The Programme Officer will assist the Senior Programme Officer (SPO) – ASEAN-Australia Energy Cooperation Program in managing and overseeing the development, implementation, monitoring, evaluation, and reporting of all projects and activities under the ASEAN–Australia Energy Cooperation Program, ensuring alignment with APAEC objectives.

Program Administration and Stakeholder Coordination Support

1. Provide administrative, logistical, and coordination support across the whole management cycle for all Program activities. This includes:
 - Liaising with ACE key personnel, technical experts, Aus4ASEAN Futures, and ASEAN Secretariat in designing and developing projects within the agreed Program scope.
 - Assist in preparing and providing quality assurance of project concepts and proposals.
 - Manage travel and logistics management of the Program activities.
 - Support the SPO in overseeing the implementation of all projects and activities, including:
 - Liaise with experts and external service providers to ensure quality and timely delivery of tasks. Support in planning and organising workshops, seminars, and related events.



- Assist in tracking the Program and project progress and provide timely reporting to the SPO to ensure appropriate resolution and mitigation.
 - Support the preparation of project documents (e.g., Terms of Reference, memos, periodic reports, and briefings).
 - Assist in facilitating documentation processes, including approval requests and payment processing.
2. Maintain accurate and complete electronic and hard copy records of Program documents.
 3. Support arranging regular coordination meetings with stakeholders, including Aus4ASEAN Futures and the ASEAN Secretariat.

Monitoring, Evaluation, and Learning (MEL)

4. Assist in designing and implementing MEL activities to assess the relevance, efficiency, effectiveness, and value for money of Program activities, per ACE and Program reporting requirements.
5. Coordinate data collection and entry for Program databases, ensuring data quality, timeliness, and accuracy for effective information use.

Reporting

6. Assist in preparing comprehensive **Program Annual Reports**, including a financial statement for all program activities for the preceding calendar year, analytical reporting on the progress and results of program implementation for the preceding calendar year, and an annual work plan and budget in coordination with Aus4ASEAN Futures.
7. Support preparing detailed quarterly Program Progress Reports, program updates, and project-specific briefings for relevant ASEAN meetings and regular reporting needs.

APAEC Secretariat Roles

8. Support the planning, implementation and coordination of the APAEC Secretariat Programmes in implementing the ASEAN Plan of Action for Energy Cooperation (APAEC). This will include, but not be limited to, coordination with relevant ACE Technical Pillars and ASEAN Stakeholders and Partners.

Strategic Support and other duties

9. Provide strategic Support by identifying implementation gaps and suggesting adjustments to achieve project objectives.
10. Carry out other tasks as assigned by the SPO and the Senior Manager of APAEC Department.

Qualifications, Experience, and Competencies

Qualifications



- Advanced university degree (Bachelor's or equivalent degree) in energy policy/planning/management, engineering, economics, public policy, development studies, international relations, or a related field

Experience

- At least two (2) years of relevant professional experience, preferably in program/project management offices within international development programs.
- Proven expertise in supporting project development, implementation, monitoring and evaluation, reporting, and budget management.
- Working knowledge of ASEAN, ACE, or related issues is desirable.
- Prior work experience in Australia-funded programs/projects is an advantage.

Competencies

Technical

- Project management and administration
- Information technology proficiency: Microsoft Word, Excel, PowerPoint, Outlook, Teams, and SharePoint
- Travel and logistics management
- Fluency in written and spoken English
- Interpersonal and communication skills

Personal Attributes

- Diversity and Inclusion – strives to create an inclusive work environment based on mutual respect and free from all forms of discrimination.
- Integrity – able to maintain and promote social, ethical and organisational norms and values in conducting activities
- Detail-oriented – verifies important details and ensures the accuracy of outputs.
- Multitasking – comfortable undertaking multiple projects and assignments
- Teamwork – works well with others and thrives in a multicultural team environment
- Adaptability – adjusts well to new situations and continues working at a high level

Female candidates and people with disabilities are strongly encouraged to apply.

Remuneration and Benefits:

The successful candidate will be stationed in Jakarta, Indonesia and offered a one-year contract, including a probationary period of three (3) months. The contract may be extended annually by the Executive Director depending on performance and continuation of funding.



The monthly salary ranged from USD 805 to USD 1,932. The compensation shall be commensurate with the candidate's educational qualification and experience. All other applicable benefits (housing allowance – only for non-Indonesian citizens), 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 August 2025.

How to Apply:

Read more information at <https://aseanenergy.org/vacancies/> and click “Apply Now” or directly submit at <https://www.ace.aseanenergy.org/employment-application-form> by **13 July 2025** at the latest.

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