



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

**Senior 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 55<sup>th</sup>



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 **Senior Programme Officer (SPO)** position. The SPO will lead the coordination of the development, implementation, monitoring, evaluation, and reporting of all activities under the ASEAN–Australia Energy Cooperation Program and directly related initiatives under APAEC. The incumbent will play a key role in ensuring the Program's effectiveness, efficiency, risk management and safeguards, and robust integration of cross-cutting issues, such as Gender Equality, Disability, and Social Inclusion (GEDSI) and climate change. They will also ensure strategic alignment with ASEAN priorities while fostering a strong partnership between ASEAN and Australia in the energy sector.

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

#### **Position Identification:**

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

#### **Duties and Responsibilities**

The Senior Programme Officer will assist the Senior Manager of the APAEC Department 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 Management and Stakeholder Coordination**

1. Provide technical and management support across the whole management cycle for all Program activities. This includes:
  - Coordinate with key ACE personnel, technical experts, Aus4ASEAN Futures, and the ASEAN Secretariat to design and develop projects within the agreed Program scope.
  - Prepare and ensure the quality of project concepts and proposals.
  - Oversee the implementation of the Program and its activities, including:
    - Liaise with experts and external service providers to ensure quality and timely delivery of tasks. Plan, organise, and facilitate workshops, seminars, and related events with partners and stakeholders.



- Manage Program and project budgets and timelines, track their progress, and identify risks and issues, ensuring timely resolution and mitigation.
  - Ensure the quality of all project deliverables by providing input and incorporating those from Aus4ASEAN Futures and technical specialists. Prepare and manage necessary project documents (e.g., Terms of Reference, memos, period reports, and briefings).
  - Facilitate documentation processes, including approval requests and payment processing.
2. Strengthen partnership and relationships with implementing agencies and key stakeholders while serving as a focal point for Program-related information.
  3. Maintain accurate and complete electronic and hard copy records of Program documents.
  4. Organise regular coordination meetings with stakeholders, including Aus4ASEAN Futures and the ASEAN Secretariat.
  5. Manage a Programme Officer with guidance from the Senior Manager of APAEC.

### **Monitoring, Evaluation, and Learning (MEL)**

6. Update the Program MEL framework to align with the objectives and scope of the Program.
7. Provide technical support for designing and implementing MEL activities to assess the relevance, efficiency, effectiveness, and value for money of Program activities in accordance with ACE and Program reporting requirements.
8. Maintain a Program database, coordinate data collection, and ensure data quality, timeliness, and accuracy for effective information use.

### **Reporting**

9. Prepare 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.
10. Prepare detailed quarterly Program Progress Reports, program updates, and project-specific briefings for relevant ASEAN meetings and regular reporting needs.

### **APAEC Secretariat Roles**

11. 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**

12. Provide strategic support by identifying implementation gaps and suggesting adjustments to achieve the Program and its project objectives.
13. Perform other tasks as assigned by the Senior Manager of APAEC.



## **Qualifications, Experience and Competencies**

### **Qualifications**

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

### **Experience**

- At least three (3) years of relevant experience across the project management cycle: development, coordination, procurement, implementation, monitoring & evaluation, reporting, and budget management. Experience in the energy sector is considered an advantage.
- Proven experience in preparing project documents (concepts, proposals), Terms of Reference (TOR), Scope of Services documents, and producing reports and communication materials to disseminate program information and progress.
- Experience working with government agencies, specifically with high-level government officials.
- Demonstrated ability to deliver briefings and reports effectively in various settings (meetings, seminars, workshops).
- Strong analytical and problem-solving skills in a complex organisational environment and work planning.
- Experience in stakeholder coordination, especially with government agencies, development partners, multilateral organisations, and research institutions.
- Knowledgeable on energy issues, including global and regional energy trends and developments, particularly in the ASEAN region.
- Strong ability to manage multiple assignments and workflows accurately under pressure while meeting deadlines.
- Excellent command of English, both oral and written.
- Ability to work independently and collaboratively in a multicultural environment.
- Sound knowledge about ASEAN, including ASEAN cooperation and institutional framework in the ASEAN energy and related issues, is desirable.
- Prior work experience in Australia-funded programs/projects is advantageous.

### **Competencies**

#### **Technical and managerial**

- Proficiency in project development, implementation, monitoring and evaluation
- Knowledge of concepts and issues relating to ASEAN, ASEAN cooperation, and ASEAN institutional framework, including in the energy sector
- High-level consultation, strategic planning, facilitation and negotiation
- Interpersonal and communication skills
- Report writing – able to prepare good-quality project documents and reports
- Stakeholder engagement



- Strong analytical and problem-solving skills in a complex organisational environment and work planning
- Knowledge of gender equality, disability, and social inclusion (GEDSI) concepts and their application in programs/projects
- Fluency in written and spoken English.

#### 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
- Diplomacy – employs social intelligence and active listening to strengthen relationships, negotiate and resolve conflicts.
- 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 disability 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 Executive Director may extend the contract annually depending on performance and the continuation of funding.

The monthly salary ranged from USD 1,760 to USD 2,992. The compensation shall be commensurate with the candidate's educational qualification 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 August 2025 or earlier.

#### **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.