

General Affairs and Procurement Internship Programme



ASEAN CENTRE
FOR ENERGY

The ASEAN Centre for Energy (ACE) offers a limited number of outstanding students the opportunity to gain valuable work experience at the ASEAN level through its Internship Programme. As an intergovernmental organization representing the interests of ASEAN Member States (AMS) in the energy sector, ACE plays a pivotal role as a catalyst, knowledge hub, and think tank, supporting AMS in the implementation of the ASEAN Plan of Action for Energy Cooperation (APAEC).

To support ACE's operations, the General Affairs and Procurement unit, under the Corporate Affairs (CA) Department, manages key functions such as expatriate documentation and the onboarding process for ASEAN nationals' staff and consultants. This includes handling all administrative tasks related to work permits, visas, contracts, and other legal documentation required for expatriates to work in ASEAN Member States (AMS) and purchasing/procurement activities.

In this regard, ACE is offering **one (1) internship position** within the GA and Procurement team. The selected intern will play a crucial role in supporting ACE's activities, contributing to the smooth execution of its projects and initiatives.

Responsibilities:

Under the general guidance of the Corporate Affairs Manager and GA & Procurement Officers, the intern will support General Affairs and Procurement activities. This will include, but is not limited to:

- Assisting with expatriate documentation and the onboarding process for international staff and consultants.
- Supporting procurement activities, including documentation, tracking of orders, and assisting in the vendor management process.
- Coordinating with internal teams to ensure smooth execution of administrative and procurement tasks.
- Assisting with general administrative duties within the Corporate Affairs Department.
- Providing support in organizing internal events, meetings, or other organizational activities.
- Supporting other activities and projects within ACE as assigned by the supervisor (Corporate Affairs Manager and GA & Procurement Officers).

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Qualifications:

- ASEAN nationals.
- Enrolled in a bachelor's degree program in International Relations, Business Administration, International Law, Management, or a related field (at least in the fourth year of study) or recently graduated (within one year of graduation).
- Ability to work effectively in a team and adapt to an international working environment.
- Excellent skills in speaking and writing in English, with strong verbal and written communication abilities.
- Proven academic excellence as demonstrated by recent university records.
- Strong organizational and time management skills, with attention to detail.
- Proficiency in Microsoft Office Suite (Word, Excel, PowerPoint).
- Positive attitude, proactivity, and willingness to learn.
- Previous internship or work experience in a relevant field is an advantage.

The internship will be conducted on a hybrid basis, but up to 3 days per week may be requested to present at ACE Office (Jakarta, Indonesia). He/she must be able to commit to ACE's normal office hours: 8:30 AM to 16:30 PM Jakarta Time (GMT+7).

The internship duration is (6) months; during the period of July 2025 to December 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.

Online Application:

To apply for an internship, the following documents should be submitted through the [online application](#) (Select GA Internship to apply for the position):

- Formal photo
- A letter of interest indicating the interest working in administration of expatriate matters or procurement.
- Recent Curriculum Vitae.
- Proof of university enrolment.