



**The ASEAN Centre for Energy (ACE)
Invites ASEAN Citizens
To Apply for the Following Vacancy**

**Administration and Finance Officer for Promoting Energy Efficiency in Building in
ASEAN (PEEB-ASEAN) Programme**

BACKGROUND

The ASEAN Centre for Energy (ACE) is an intergovernmental organisation that independently represents the 10 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.

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.

APAEC 2016 – 2025 is served as the blueprint for enhancing energy connectivity and market integration in ASEAN to achieve energy security, accessibility, affordability and sustainability for all AMS. These provide the regional blueprint for reducing the energy intensity of the region by 32% by 2025. One of the main programme areas is Energy Efficiency and Conservation (EE&C). The EE&C programme area has an outcome-based strategy (OBS) that is: OBS 3 - Strengthen Sustainability of Energy Efficiency in Buildings, which focuses on sustainable EE policies and technologies in the building sector through developing EE building and cooling roadmaps, and sharing information on EE buildings initiatives.

The Programme for Energy Efficiency in Buildings (PEEB) was launched at COP22 by Germany and France with support from the Global Alliance for Buildings and Construction (GlobalABC), and is implemented by Agence Française de Développement (AFD), Deutsche Gesellschaft für Internationale Zusammenarbeit (GIZ), and Agence de l'Environnement et de la Maîtrise de l'Energie (ADEME). While PEEB's scope expanded in 2023 with new subprogrammes PEEB Cool and PEEB Med, these do not focus on Southeast Asia.

The PEEB-ASEAN programme has evolved beyond initial exploratory discussions, culminating in the development of specific projects aimed at enhancing energy efficiency in the building



sector across the ASEAN region. Following AFD's scoping study, which was conducted in collaboration with the ASEAN Centre for Energy (ACE), a comprehensive project framework was established. This framework identified key synergistic investments that align with the strategic goals of PEEB and address the unique energy needs of the 10 ASEAN member states.

Notably, a pivotal moment in the development of the PEEB-ASEAN initiative occurred with the formal signing of the project agreement on 10 June 2024, which established the groundwork for cooperative efforts among AFD, ACE, and the PEEB Secretariat. This agreement laid the foundation for specific activities, including capacity-building workshops, energy efficiency audits, and the implementation of innovative building standards. The project officially kicked off on 16 June 2025, on the sidelines of the EE&C-SSN WG meeting in Putrajaya, Malaysia, marking the start of collaborative efforts focused on sustainable building practices aimed at reducing energy consumption and greenhouse gas emissions.

The tailored approach of PEEB-ASEAN directly aligns with the commitment of ASEAN member states to enhance energy efficiency as outlined in various regional policies and frameworks, such as the ASEAN Plan of Action for Energy Cooperation (APAEC) 2016-2025, which emphasises the importance of sustainable building practices and regional cooperation in energy efficiency initiatives. Through the PEEB-ASEAN initiative, substantial progress is anticipated in the attainment of both national and regional energy efficiency targets, thereby contributing to overall sustainable development across the ASEAN region.

The main activities of the PEEB-ASEAN programme will include:

Component 1 - Enhancement of Enabling Activities

- Review and strengthen building energy efficiency policy landscape in ASEAN countries
- Develop an ASEAN Building Energy Efficiency Digital Hub for knowledge sharing
- Conduct regional capacity-building workshops on energy-efficient buildings
- Identify and support implementation of effective enabling activities in each country, such as standards, incentives, and awareness campaigns
- Enhance ASEAN Energy Award guidelines to showcase energy-efficient buildings

Component 2 - Investment and Scaling Up

- Provide technical assistance to identify and design energy efficiency building projects
- Offer financing tools and direct investment grants to support the implementation of projects
- Support project construction, operation, maintenance, and monitoring & verification
- Conduct capacity building for project stakeholders
- Document and disseminate results and lessons learned



- Develop a proposal for the Phase 2 programme design and financing

Therefore, ACE is seeking a Project Administration and Finance Officer to support the project activities.

POSITION IDENTIFICATIONS

Job Title : Project Administration and Finance Officer of PEEB ASEAN
Level : Administration
Department : Corporate Affairs (CA) Department
Reporting To : Manager of CA

DUTIES AND RESPONSIBILITIES

The Project Administration and Finance Officer will operate within a matrix management structure.

- Project supervision: The officer will report directly to the Programme Manager of the PEEB-ASEAN Programme for the overall planning, implementation, coordination, and delivery of project-related activities.
- Functional supervision: The officer will also report to the Manager of Corporate Affairs to ensure alignment with ACE's internal financial controls, system, and administrative procedures.

Under the supervision of the Programme Manager, Manager of Corporate Affairs, and Senior Officer of Finance, the Officer will be responsible for the following tasks:

1. Financial and Administrative Management

- Manage accounting systems, general ledger, payroll calculation, time sheet, and bank reconciliation.
- Ensure compliance with both ACE Rules and Procedures and project-specific financial rules (e.g., cost eligibility, procurement threshold, audit trails).
- Ensure all financial records, contracts, and supporting documentation are well organised and accessible for external audits.
- Prepare monthly, quarterly, and annual financial reports.
- Assist in the annual project's financial audit with the external auditor.
- Maintain accurate documentation for financial transactions.
- Coordinate annual budgeting.

2. Project Implementation Support



- Assist the programme manager in executing project work plans and budgets.
- Provide financial documentation for project disbursements.
- Support financial reporting to the project's donor (AFD)
- Ensure alignment of project spending with the approved budgets.
- Support the financial review and documentation of procurement processes, consultant contracts, and service agreements with vendors in accordance with ACE Rules and Procedures and project guidelines.

3. Coordination and Monitoring

- Coordinate with relevant projects, departments, and staff within ACE to ensure the officer's main tasks are delivered.
- Support ACE annual general audit.
- Track project disbursement and project expenditures to ensure its alignment with the cash flow plan.
- Support the monitoring and evaluation of the projects.
- Ensure timely communication with the project's donor and project stakeholders.
- Identify and flag financial or administrative risks and propose mitigation measures.
- Assist in preparing cash flow forecasts to ensure the funding availability for project implementation

4. Other Responsibilities

Provide financial and administrative support to other ACE projects as assigned by the Manager of Corporate Affairs, in line with ACE's organisational needs and priorities.

QUALIFICATION

- A Bachelor's degree in accounting, administration, management, or another appropriate specialist discipline. A Master's degree is an advantage.
- At least of four (4) years' experience in accounting and financial administration, preferably in donor-funded projects, international organisations, development banks, or as an auditor/consultant.
- Demonstrated ability to carry out accounting functions and tasks.
- Excellent financial, accounting including budgeting, auditing, and reporting skills as well as exposure in the administration of projects.
- Proficiency in financial software systems such as Microsoft Dynamics Business Central, ACCURATE, QuickBooks, SAP, or similar platforms is highly desirable.
- Strong command of Microsoft Excel and any other Microsoft Office, including use of formulas, pivot tables, and financial reporting templates.



- Familiarity with donor financial reporting requirements and standards, particularly from institutions such as the EU, GIZ, or AFD, is an advantage.

PERSONAL COMPETENCES

- Teamwork, action-oriented, problem-solving, analytical, and creative thinking.
- Ability to work accurately, pay attention to detail and meet deadlines, as well as organise work efficiently and deal simultaneously with a wide variety of tasks.
- Excellent interpersonal attributes including sensitivity, sound, and strong organisational and leadership capability, able to work effectively and efficiently in a multicultural environment.
- Promote open reporting culture, that is transparent, compliant, and having integrity.
- Excellent command of written and spoken English.

REMUNERATION AND BENEFITS:

- The successful candidate will 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 up to 2028 by the Executive Director, depending on performance and availability of funding.
- The monthly salary ranged from USD 458 – USD 1,788. The compensation shall be commensurate with the educational qualification and experience of the candidate. All other applicable benefits (e.g., transportation allowance, communication allowance, health, and life insurance) shall be provided in accordance with the ACE Rules and Procedures.
- The successful candidate is expected to be on board by **August 2025**.

How To Apply

Submit your application through <https://aseanenergy.org/vacancies/> by **20 July 2025** at the latest.

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