



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

**Programme Manager 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 the 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 the 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 Phase 2 programme design and financing

Therefore, ACE is seeking a Programme Manager to support the project activities.

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### **POSITION IDENTIFICATIONS**

Job Title : Programme Manager of PEEB ASEAN  
Level : Senior Officer  
Department : Energy Efficiency and Conservation (CEE) Department  
Reporting To : Manager of CEE

### **DUTIES AND RESPONSIBILITIES**

The Programme Manager will manage coordination, implementation, monitoring and evaluation, scorecarding, and reporting the progress and achievements of the project.

The Programme Manager will perform the following core activities:

- Lead and manage the Project Management Unit (PMU).
- Lead, coordinate, and implement the overall project tasks.
- Lead the accomplishment of the project milestones of the project annually and develop the report for every milestone.
- Develop the subsequent years' Programmes of Work and Key Performance Indicators.
- Lead the coordination and communication on the activities that involve other entities within ASEAN, such as ASEAN Sectoral Energy Bodies (SEB)/Sub-Sector Networks through ACE's APAEC department (SSNs) and ASEAN Working Groups.
- Facilitate required approvals and processes within ASEAN.
- Develop communications and advocacy strategies to promote regional energy cooperation.
- Monitor and evaluate the budget on a regular basis.
- Regularly report the progress of the project to the Executive Director of ACE
- The programme manager will also report to the CEE Manager to ensure alignment with the CEE's internal plan and system, including communication with ACE's division, including CEE, APAEC, Energy Modeling and Policy Planning (MPP), etc
- Lead the coordination with the ASEAN Secretariat and the AFD team
- Support other tasks as assigned by ACE Executive Director or direct supervisor



## **QUALIFICATIONS**

- A Master's degree in engineering, energy management, energy policy and planning, economics or another appropriate specialist discipline. A Doctoral degree is an advantage.
- At least seven (7) years of working experience in the energy sector or in another relevant field in a technical capacity is preferred. Experience in energy efficiency and conservation is an advantage.
- Experience in the development, coordination, implementation, monitoring, evaluation, scorecarding, and reporting of projects.
- Highly knowledgeable on energy issues, global and regional energy trends and developments, and has demonstrated skills to coordinate and implement projects and programme.
- Demonstrated ability to develop and maintain sound working relationships with stakeholders.
- Demonstrated ability to supervise and motivate staff, especially in a multi-cultural working environment, and ability to identify their professional/technical development needs.
- Demonstrated ability to perform project management, such as project review and evaluation, identifying opportunities for project funding, and to prepare quality project reports and other documents; and be able to communicate such reports in meetings, seminars, workshops, etc.
- Demonstrated ability to plan and organise tasks and workflows, with proven ability for accuracy under pressure and adherence to deadlines.
- Demonstrated commitment to collaborative work practices.
- Ability to multi-task, work long and irregular hours, perform tasks outside of job scope, and willingness to travel on short notice.

## **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 has integrity.
- Excellent command of written and spoken English.



### **REMUNERATIONS 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 1,760 – USD 2,992. The compensation shall be commensurate with the educational qualification and experience of the candidate. All other applicable benefits (housing allowance, communication allowance, health, and life insurance, 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:**

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.