



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

Programme 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 subprograms 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 program design and financing

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

POSITION IDENTIFICATIONS

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

DUTIES AND RESPONSIBILITIES

The Programme Officer will support the Programme Manager in coordinating, implementing, monitoring, and reporting on the PEEB-ASEAN programme activities.

Key responsibilities include:

- Assist the Programme Manager in planning and scheduling project activities and milestones.
- Help coordinate communication and engagement with ASEAN entities such as EEC-SSNs and ASEAN Working Groups.
- Support the Programme Manager in monitoring project budget utilisation and expenditures.
- Assist in organising regional workshops, meetings, and events under the programme.
- Help collect data and prepare monitoring reports on project progress and results.
- Support the Programme Manager in preparing documents, presentations, and reports for ASEAN bodies and stakeholders.
- Assist in maintaining project files, records, and documentation.
- Participate in project team meetings and contribute ideas/suggestions for effective project execution.
- Undertake tasks delegated by the Programme Manager related to project coordination and implementation.
- Help promote knowledge sharing and adoption of energy efficiency in buildings across the ASEAN region.

QUALIFICATION

- A Bachelor's degree in engineering, energy management, business administration, or a related field. A Master's degree is an advantage.
- At least 3-5 years of relevant work experience in project coordination, preferably in the energy sector.



- Knowledge of project management principles, tools, and best practices.
- Experience supporting technical project implementation is preferred.
- Familiarity with energy efficiency topics and building technologies is desirable.
- Demonstrated ability to work effectively as part of a team and support programme manager.
- Strong organisational, written/verbal communication, and interpersonal skills.
- Proficiency in Microsoft Office applications and project management software.
- Attention to detail and ability to handle multiple tasks and deadlines.
- Willingness to learn and take on new responsibilities as required.
- Ability to work well cross-culturally and interact with diverse groups of stakeholders.

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 an open reporting culture that is transparent, compliant, and has integrity.
- Excellent command of written and spoken English.

REMUNERATION:

- 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 805 – USD 1,932. The compensation shall be commensurate with the educational qualification and experience of the candidate. All other applicable benefits (transportation 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.