



ASEAN CENTRE
FOR ENERGY

Job Advertisement – ASEAN Centre for Energy

ADMINISTRATION AND FINANCE OFFICER

About

Established on 1 January 1999, 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's headquarter 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 is conducting 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.

To support the work, ACE is anticipating the new project; ASEAN Climate Change and Energy Project (ACCEPT). It is a three-years joint project that will produce analysis and actionable recommendations to make ASEAN energy policies more coherent along two axes: (1) the axis between energy policy and energy-related climate policy within each ASEAN country, and (2) the axis between policies at the national and the regional levels.

The project will develop a survey tool to comprehensively assess and evaluate the four dimensions of the ASEAN Plan of Action for Energy Cooperation (APAEC): energy security, accessibility, affordability and sustainability. The data produced with the survey tool will be used develop (1) recommendations for the development of APAEC 2021-2025; and (2) a numerical planning model to generate alternative scenarios of national policies with higher degree of regional harmonisation, both are expected to be launched at the ASEAN Ministers on Energy Meeting in 2020. In addition, the project will generate written and oral advice for the energy authorities of the ASEAN countries. It will also feed into and inform the future development aid projects of international donors.

ACE would like to invite ASEAN nationals to apply for the position of Administration and Financial Officer (AFO).

ACE Building, 6th Floor
Jl. H.R. Rasuna Said
Block X-2, Kav.07-08
Jakarta 12950
Indonesia

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Fax: (62-21) 527 9350

secretariat@aseanenergy.org
www.aseanenergy.org



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POSITION IDENTIFICATION

Job Title : Administration and Finance Officer
Level : Administration
Department : Policy Research and Analytics (PRA) Programme
Project : ASEAN Climate Change and Energy Project (ACCEPT)
Reporting To : Manager of Policy Research and Analytics (as the Project Manager)

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PRIMARY FUNCTION

Administrative and Finance Officer is responsible for providing administrative and financial support to the projects and will report to the Project Manager and support the work of related project's officers and ensures that the ACE financial rules and regulations are adhered to, in-line with the financial guideline and requirement from funding agency.

Administrative and Finance Officer will perform the following core activities:

- Maintain project financial records and monitoring systems to record and reconcile project expenditures, payments, statements and other data as required;
- Check all project financial/progress reports, verify the accuracy of calculations and the completeness of supporting documents, initiate correspondence to verify data, answers queries;
- Prepare travel authorization form for project staff and input the claims in the system;
- Calculate and compile cost estimates and projected budget requirements and assist in the preparation of project budget, budget revisions/budget rephrasing;
- Responsible for procurement process, i.e. project supplies and equipment's. Arrange for control of distribution and establish/maintain appropriate inventory records;
- Prepare Letters of Agreement, Service contracts and external collaborator contracts for approval of the Office;
- Check and verify financial reports submitted by the project implementing agencies and/or project partners;
- Provide administrative/logistic support for capacity building, meetings, seminars and/or workshop and prepare and ensure accurate Statement of Expenditures of the events, and also mission of national and international consultants;
- Organize meetings, project activities/events and project missions as indicated in the project implementation plan and under the guidance of the Project Manager;
- Prepare routine project correspondence including supporting documents to contracts and reports adhering to ACE and funding agency's requirements;



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- Maintain follow-up system, and draw attention of the supervisor to matters requiring immediate and/or personal attention;
- Maintain all other project administrative files and official records, directory of contacts and partners, including compilation of documents and different reports produced for the project;
- Perform other duties as may be assigned by the Project Manager.

QUALIFICATION REQUIREMENTS

Technical skill:

- A Bachelor's degree of Accounting or Business Administration with minimum two (2) years' experience in the application of basic educational field to Accounting and Finance. Fresh graduate with outstanding performance is also encouraged to apply.
- Demonstrated ability to carry out the project administration and financial functions and tasks.
- Demonstrated ability to plan and organise tasks and work flows, with proven ability for accuracy under pressure and adherence to deadlines.
- Excellent financial, accounting including budgeting, auditing and reporting skill
- Able to operate computer with basic MS Office Software and experience with any accounting software.

Inter-personal skill:

- Excellent inter-personal attribute including: tact sensitivity, sound and strong organizational and leadership capability, able to work effectively and efficiently in a multi-cultural environment.
- Promote open reporting culture, that is transparent, compliant and having integrity.

Language proficiency:

- Excellent knowledge of written and spoken English.

The successful candidate is expected to be on-board in mid of July (immediately) and be stationed in Jakarta, Indonesia and will be offered a 3-years' contract, with a probationary period of three (3) months. The contract may be extended by the Executive Director depending on performance and continuation of projects.

The salary shall be commensurate of the educational qualification and experience of the candidate. All other applicable benefits shall be subject to the ACE consolidated rules and regulation.

Send your application letter to hr@aseanenergy.org by 31 August 2018 as the latest, highlighting your suitability and potential contribution to the position together with **(1) a detail CV using the official application form, and (2) certified true copies of**



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educational certificates obtained. Incomplete applications will not be considered, and only shortlisted candidates will be notified.

Please indicate on the subject heading: **Application for Administration and Financial Officer.**

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