



ASEAN CENTRE  
FOR ENERGY

## **Job Advertisement – ASEAN Centre for Energy**

### **ADMINISTRATION AND FINANCE OFFICER FOR ASEAN COOPERATIVE PROJECT ON FINANCING MECHANISMS DESIGN FOR ENERGY EFFICIENCY AND CONSERVATION (EE&C) PROJECT IMPLEMENTATION**

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

#### **About ACE**

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.

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[secretariat@aseanenergy.org](mailto:secretariat@aseanenergy.org)  
[www.aseanenergy.org](http://www.aseanenergy.org)

#### **ACE would like to invite ASEAN nationals to apply for the position of Administration and Financial Officer.**

### **TERM OF REFERENCE FOR ADMINISTRATIVE AND FINANCE PROJECT OFFICER**

#### **Background**

Energy Efficiency and Conservation (EE&C) is one of the most cost-effective ways to enhance energy security, increase competitiveness and address climate change. Under EE&C Programme Area, the objective of the APAEC 2016-2025 is to strengthen cooperation in energy efficiency and conservation through institutional capacity building and increasing private sector involvement including enhancing public awareness as well as expanding markets for energy efficient products. The fourth outcome-based strategy of the EE&C programme aims to enhance the participation of financial institutions in EE&C development.

Thus, the project “**ASEAN Cooperative Project on Financing Mechanism Design for EE Projects Implementation**” will support ASEAN Member States (AMS) to develop mechanisms to enhance financing for EE&C depending on their current status and financial institutions available in their respective country.

#### **Financing mechanism**



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In developing and emerging countries, aligned with their economy, their financial resources in energy efficiency are gradually shifting from grants to concessional loans and enhancing public-private sector partnership initiatives to decrease the burden on public funds. However, the public sector has still played an important role in supporting that shift in Energy Efficiency Financing (EEF). Five types of EEF initiatives have been identified to assist in that process. They are: (1) EE funds, (2) utility programmes, (3) dedicated credit-lines, (4) risk-sharing programmes, and (5) performance contracting systems via energy service companies (ESCOs).

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By looking at the current efforts and success in AMS, it can be recognised that there are promising initiatives in a few countries with good lessons learned. In Thailand for example, the Energy Conservation Fund, which involves the banking sector, has implemented several financing schemes for EE. For example the Energy Efficiency Revolving Fund (EERF) has saved 5,423.48 million baht/year or 0.98 million t CO<sub>2</sub> equivalent between 2003-2011. However, knowledge and exchange amongst AMS on these success stories are still needing to be improved.

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This project, which will involve a series of workshops and international consultant support, aims to facilitate exchange of information and best practices in order to advance the development of effective energy efficiency finance mechanisms in the ASEAN region.

Therefore, ASEAN Centre for Energy (ACE), an intergovernmental organisation, is seeking an experienced Administration and Finance Officer to deliver the outputs according to term of condition of the TOR.

## **2. Terms of Reference**

### **2.1. General Terms of Reference for the Firm of Administration and Finance Project Officer**

#### **Objective of the assignment:**

- a. To handle all procurements for the project according to ASEAN secretariat guidelines
- b. To assist in the shortlisting and administration of contracts for consultants
- c. Provide monthly budget monitoring and ensure continuously monthly budget planning and spending.
- d. Ensure that all expenditure complies to the ASEAN secretariat regulations
- e. Lead and support the procurement of the two planned workshops in Bangkok in August and December.
- f. Coordinate printing and publishing of materials and that they are aligned with the ACE and ASEAN's Secretariat guidelines for the publication
- g. To produce final financial report

### **2.2. Detailed specifications**

#### **Budget spending:**



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- Ensure all spending and procurements are following the JAIF guideline and ACE procedure
- Ensure a monthly budget planning and ensure continuous budget spending over the nine months of the project.
- Report regularly to the Project Manager

#### Assistance with consultant experts:

- Ensure the consultants are selected according the JAIF guidelines and ACE procedures
- Ensure the administration of monthly timesheets.

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#### For the workshops:

- Liaise with the Thailand team for the selection of venue and ensure the process are according to JAIF guidelines and ACE procedure.
- Ensure proper handling of the traveling for the delegates.
- Ensure materials are printed for the workshop.

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#### Publications:

- Ensure that production process of the publications are according the JAIF guideline and ACE procedure

### 2.3. Timeline

August 2018 to March 2019

### 2.4. Reporting

- a. The Admin is directly supervised by the project Manager
  - **Rio Jon Piter Silltonga** ([riosilitonga@aseanenergy.org](mailto:riosilitonga@aseanenergy.org))
- b. The Admin should fully dedicate to the tasks and ready for direct discussion with ACE. All communication to other parties should be channeled through ACE team.
- c. The Admin is willing to coordinate with other consultants hired by ACE for other programs under supervision of ACE.

### 2.5. Requirements

- Bachelor's degree in accounting, Commerce, Economics or Business Studies, preferably ASEAN and Japanese national. (based in Jakarta)
- Minimum 3 years' experience in a Finance and Administration department.
- Knowledgeable on energy issues, global and regional energy trends and developments and has demonstrated skills to coordinate and implement projects and programmes.
- Demonstrated ability to develop and maintain sound working relationships with stakeholders.
- 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.



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## 2.6. Specifications of inputs

### I. Period of Assignment

The Admin awarded with the assignment will be hired according to the timeline defined in the previous section above, or until and obliged to work within the required deadlines and be available for phone / Skype call if needed.

### II. Amendment to Terms of Reference

These Terms of Reference may be amended in writing only, subject to the agreement of both parties.

### III. Confidentiality Agreement

Without any prior consent from the ACE, the Administration and Finance Officer shall, in no case, disclose any data or information to external parties without written permission from ACE.

### IV. Copyright and intellectual property

All material produced under this assignment will belong to ACE and remain property of ACE.

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## 2.7. Application

To apply for this position, the following document shall be submitted to [hr@aseanenergy.org](mailto:hr@aseanenergy.org) and [riosilitonga@aseanenergy.org](mailto:riosilitonga@aseanenergy.org) by 16 August 2018 as the latest.

### a. Motivation letter which should include:

- Admin's ability to do the work required based on his or her previous work experience.
- Motivation to work for ACE in this project

### b. Application Letter and Curriculum Vitae with names of persons working under this contract (up to three persons). CV using the official application form and certified true copies of educational certificates obtained.

The successful candidate is expected to be on-board in mid of August (immediately) and be stationed in Jakarta, Indonesia and will be offered period of the project, 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.

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 (AFO).



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