Vacancy Announcement – ASEAN Centre for Energy

POSITION IDENTIFICATION

Job Title: PMO – Senior Officer
Level: Senior Officer
Department: ASEAN Plan of Action for Energy Cooperation (APAEC)
Reporting To: Manager of ASEAN Plan of Action for Energy Cooperation (APAEC)
Supervising: Technical Officer & Administration and Finance Officer
Duration of Appointment: 1-year contract, with possible extension
Date for Entry on Duty: April or May 2020

BACKGROUND

Established on 1 January 1999, the ASEAN Centre for Energy (ACE) is an independent intergovernmental organisation within the Association of Southeast Asian Nations’ (ASEAN) structure that represents the interest of the 10 ASEAN Member States (AMS) in the energy sector. The Centre accelerates the integration of energy strategies within ASEAN by providing relevant information and expertise to ensure the necessary energy policies and programmes are in harmony with the economic growth and the environmental sustainability of the region.

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 serves as the blueprint for enhancing energy connectivity and market integration in ASEAN to achieve energy security, accessibility, affordability and sustainability for all AMS. One of the main programme area is Energy Efficiency and Conservation (EE&C). The EE&C programme area has an outcome-based strategy (OBS) that is to harmonise and promote the energy efficiency standards and labelling of energy related products, such as air conditioners (ACs).

The project of “Promotion of Higher Efficient Air Conditioners in ASEAN through Harmonisation of Standards and Strengthening of Market Verification and Enforcement Capabilities (Phase I)” is funded by Japan-ASEAN Integration Fund (JAIF), administered by the ASEAN Secretariat. This project will be implemented from November 2019 – November 2021 by ACE. The project aims to accelerate the deployment of higher efficient air conditioners (ACs) in ASEAN Member States (AMS) through removal of non-tariff barriers to trade and active policy support to AMS. The market transformation in favour of higher efficient ACs will directly reduce electricity consumption and greenhouse gas (GHG) emissions from the residential sector in ASEAN.

This long-term objective is directly in line with the objectives of:

- ASEAN Economic Community (removal of barriers to trade);
- AMS to increase energy security, reduce dependency on imported fuels, reduce emissions of GHGs, reduce energy intensity through greater energy efficiency and enhanced regional cooperation (ASEAN Plan of Action for Energy Cooperation/APAEC); and,
Regional Policy Roadmap to promote higher efficiency ACs, adopted by the ASEAN Ministers on Energy Meeting (AMEM), which indicates that “for fixed speed and inverter based ACs the ASEAN countries will report the performance as Energy Efficiency Ratio (EER) or Cooling Seasonal Performance Factor (CSPF). A common evaluation method namely CSPF using ISO 16358-1 may be considered by 2020”.

To contribute to this objective, the Phase I of the Project has three (3) specific objectives:

1) Assess ISO 16358, and other evaluation methods, for adoption across AMS (harmonised standard) and use the agreed/harmonised standard to evaluate energy efficiency of both fixed speed and inverter air conditioners.

2) Update National and Regional Policy roadmaps to promote higher efficiency air conditioners and include timetable to increase minimum energy performance standard (MEPS) over time; and,

3) Reinforce ASEAN capabilities in market verification and enforcement (MV&E).

By progressively increasing the level of Minimum Energy Performance Standards (MEPS) and pushing the market towards higher efficient ACs, as well as by removing non-tariff barriers to trade and having ASEAN countries adopt a suitable evaluation method, the exports of high-efficient ACs to ASEAN will be facilitated and increased.

To achieve the specific objectives of the project. Main activities of the Project (Phase I) will include in the following Work Packages:

Work Package 1: Harmonisation towards ISO 16358 and to develop technical recommendation for its adoption in the AMS.

2. Preparation of technical recommendations for the adoption of ISO 16358 by ASEAN countries.
3. Meetings of the Steering Committee
4. Technical assistance to ASEAN countries for adoption of ISO 16358 in national legislation

Work Package 2: Support to national and regional policy development in the preparation of the updated Regional Policy Roadmap

1. Formation of the Policy Working Group (PWG)
2. Conduct detailed study to update the ASEAN Regional Policy Roadmap
3. Meetings of the Steering Committee
4. Updating of National Policy Roadmaps

Work Package 3: Capacity building for testing laboratories including the development of capacity building programme and round robin testing with recommendations.

1. Design of capacity building programme
2. Round-Robin Testing (RRT)
3. Conduct Training

Upon the completion of Phase 1, the Phase 2 of the project will focus on the remaining Work Packages, which are:

- Work Package 4: Reinforce ASEAN Market Verification and Enforcement (MV&E) capabilities, and,
- Work Package 5: Increase Consumer Awareness through national consumer education and awareness campaign.

Therefore, The ASEAN Centre for Energy is inviting qualified ASEAN Nationals to apply for the position of: PMO – Senior Officer
PRIMARY FUNCTION

PMO – Senior Officer will assist the Project Manager in the development, coordination, implementation, monitoring, evaluation, score carding, and reporting of entire project.

The Senior Officer will perform the following core activities:

1. Assist in the preparation of the Work Plan and Key Performance Indicators;
2. Perform the preparation, coordination, facilitation, implementation, monitoring, and scorecarding of project activities;
3. Liaise and engage with AMS, dialogue partners, and international organisations, if needed, in the overall process of development, planning, implementation, review, and assessment of project activities;
4. Organising and facilitating dialogue meetings and seminar-workshops and other related events to facilitate the exchange of information, promote cooperation, etc.;
5. Assist in the development of communications and advocacy strategies to promote regional energy cooperation including energy and climate related issues;
6. Assist in identifying opportunities for potential funding institutions to support project activities, if needed;
7. Assist in developing plans and monitor the budget on a regular basis.
8. Prepare paper, journal, articles, technical reports on regular basis.

QUALIFICATIONS REQUIREMENTS

Technical skills:
- A Bachelor's degree in engineering, energy management, energy policy and planning, economics or another appropriate specialist discipline. A Master's degree is an advantage. Preferably with five (3-5) years 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.
- Knowledgeable on energy issues, global and regional energy trends and developments, and energy-climate related issues.
- Demonstrated ability to develop and maintain sound working relationships with stakeholders.
- 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, seminar, workshop, etc.;
- Demonstrated ability to coordinate, facilitate, and implement the multi-stakeholder projects or initiatives in the ASEAN Region.
- 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.

Other skills:
- Excellent interpersonal attribute 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 practice integrity.
Language proficiency:
- Excellent written and spoken English.
- Experience in a presentation using the English language.

The successful candidate will be stationed in Jakarta, Indonesia, and will be offered a 1-year contract, with a probationary period of 3 (three) months. The contract may be extended by the Executive Director depending on the performance and continuation of projects.

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

You may apply by sending your application to hr@aseanenergy.org by 23 March 2020, highlighting your suitability and potential contribution to the position together with a detailed CV, certified true copies of educational certificates obtained, completed the ACE Application Form, which can be downloaded at http://go.aseanenergy.org/mZsoa.

This position is available only for ASEAN nationals. Incomplete applications will not be considered, and only shortlisted candidates will be notified.

Please indicate on the subject heading: Application for PMO – Senior Manager (SO).