Job Vacancy – ASEAN Centre for Energy

MANAGER-POLICY RESEARCH AND ANALYTICS

Based in Jakarta, the ASEAN Centre for Energy (ACE) is an inter-governmental organisation established by the 10 ASEAN Member States and focuses to promote energy cooperation in the ASEAN region. In the implementation of its activities, ACE also engages with other dialogue partners and international organisations.

ACE would like to invite ASEAN nationals to apply for the position of Manager for Policy Research and Analytics (PRA).

POSITION IDENTIFICATION

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<th>JOB TITLE</th>
<th>Manager</th>
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<td>DIVISION</td>
<td>Energy policy and modelling (PRA)</td>
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<td>TO</td>
<td>The Executive Director</td>
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<td>IMMEDIATE SUPERVISOR</td>
<td>The Executive Director (indirectly to SENIOR MANAGER)</td>
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PRIMARY FUNCTION

The Manager shall assist the Executive Director in, handling all aspects of the Energy Policy Research and Modelling (PRA).

He/she will manage all PRA management pillar activities of the Centre with regards to enhance the exposure as Think tank organization as well as knowledge hub and as catalyst for energy stakeholder in the region and beyond. The manager also overseeing the activities on policies in light of the priorities of the ASEAN Ministers of Energy Meeting/Senior Officials Meeting on Energy under the framework of the ASEAN Plan of Action for Energy Cooperation (APAEC) 2020-2025 with its seven (7) specialized programme areas, namely: 1) ASEAN Power Grid, 2) Trans-ASEAN Gas Pipeline, 3) Coal and Clean Technology, 4) Energy Efficiency and

The Manager will perform the following core activities:

- Managerial activities not limited to project design and planning, monitoring and evaluation
- Project or program proposal preparation, review and submission
- Working in un-siloed environment with other pillars/division within the organization
- Managing research and analysis in energy policies and strategies, including the techno-economic analysis of sustainable energy, prepare policy documents and provide policy advice.
- Lead and manage of the development of strategic report in energy field
- Lead in the establishment/development of energy models and database and other relevant analytical software tools.
- Lead activities relating to research collaboration on energy policy, including provide support for the development of report and publications whilst cultivating networks and facilitating funding opportunities.
- Initiate in sourcing funds for ACE research programmes and activities.

MAIN DUTIES AND RESPONSIBILITIES

The Manager of Energy Policy and modelling (PRA) is responsible to the Executive Director for the following tasks, duties and functions:

1. Prepare Work Plan and Key Performance Indicators for the ACE’s Energy Policy and modelling (PRA) pillar. Identify and engage with the potential funding institution to support the research programme
2. Design and prepare project and program proposal with international standard, reviewing the proposal, monitoring the work as well as evaluating the projects
3. Perform regional policy research, analysis and provide advice, such as, in the areas of developing high quality and influential analysis and outlook studies; recommendation of relevant policies; monitor and analyze policies in light of the priorities of the ASEAN Ministers of Energy Meeting / Senior Officials Meeting on Energy;
4. Shepherd the policy shaping process, such as, conduct stakeholder’s consultation to gain support for proposed initiatives or policies; and liaise with ASEAN specialized
energy bodies, dialogue partners and international organizations in areas of policies that may be bodies, dialogue partners and international organizations in areas of policies that may be mainstreamed into the regional and national energy policies of the ASEAN Member States;

5. Identify timely and appropriate topics for policy research, desk studies and analytics taking into consideration the directions of the ASEAN Economic Community Blueprint 2025 under the framework of APAEC 2021-2025;

6. Perform periodic evaluation and assessment of the Policy Research and Analytics programmes whilst coordinating with other divisions to achieve the objectives of the ACE’s business plan; and

7. Conduct other tasks that may be assigned by the Executive Director.

8. Coordinate and intense communication with senior manager and other pillars activities

QUALIFICATION REQUIREMENTS

Technical Skill

- At least master degree in engineering, energy management, public policy, economics or other appropriate specialist discipline. PhD with energy background is preferable.

- Having experiences on the international projects/programme, organizations as well any related international activities

- At least seven (7) years’ experience in the application of his/her basic educational fields to policy research and analytics or professionals experience in policy planning and programme coordination; preferably with experience from a national’s government agency responsible for energy policies or from an energy-related international or regional organization.

- Contribute insights in the form of strategic briefs, commentaries and publications.

- Experience in technical coordination of a group of professionals or in the management position.

- Experience in region/international project fund sourcing and implementation.

- Highly knowledgeable on energy issues, global and regional energy trends and developments and has demonstrated capacity to manage, develop and implement research programmes.
• Demonstrated skills in the formulation of policies and programmes as well as ability to produce high-quality report, articles and presentation in a timely manner.
• Demonstrated ability to supervise and motivate staff, especially in a multi-cultural working environment and ability to identify their training and professional/technical development needs.
• High-level technical skills and knowledge in area of responsibility-have a sound understanding of trends in energy supply and demand.
• Familiarity in the development of key performance indicators
• Experience in modeling and statistical analysis tools.

Inter-personal Skill
1. Strong inter-personal attribute including: tact sensitivity, sound and strong organizational and leadership capability, able to work effectively and efficiently in a multi-cultural environment.
2. Good communication skill with sub-ordinate and DPs or IOs

Language Proficiency
Excellent command of English, both in oral and written communication.

Nationality
ASEAN National

REMUNERATION AND BENEFITS
Basic salary ranged between 2800-4500 USD depending on the competencies and expertise, with benefits such as housing allowance, child education benefits, communication and others. The successful candidate will be stationed in Jakarta, Indonesia and will be offered a 3-year contract, with a probationary period of three (3) months. The contract may be extended by the Executive Director depending on performance. 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 regulations. The successful candidate is expected to be on-board at the soonest.

SUBMISSION OF APPLICATION
Send your application letter to hr@aseanenergy.org highlighting your suitability and potential contribution to the position together with a detailed CV, certified true copies of educational certificates obtained, recent passport-sized picture, and completed the ACE Application Form, which can be downloaded at http://go.aseanenergy.org/mZsoa

Incomplete applications will not be considered. Please indicate on the subject heading: **Application for Manager– Policy Research and Analytics (PRA)**

Applications should reach ACE by 16 March 2020. The Selection Committee’s decision is final and only shortlisted candidates will be notified.

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