



ASEAN CENTRE  
FOR ENERGY

## Job Advertisement – ASEAN Centre for Energy (ACE)

### ADMINISTRATION AND HUMAN RESOURCE OFFICER

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

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secretariat@aseanenergy.org  
www.aseanenergy.org

#### 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.

**ACE would like to invite ASEAN nationals to apply for the position of Administration and Human Resources (AHR)**

#### POSITION IDENTIFICATION

Job Title : Administration and Human Resources Officer  
Level : Senior Officer  
Department : Administration and Finance  
Reporting To : Manager of Administration and Finance

#### PRIMARY FUNCTION

The Administration & Human Resources Officer provides support in the development, advice on and implementation of plans, policies and programmes relating to staff welfare and administration-centred activities for the effective use of personnel to add value to ACE. The objective is to ensure that ACE employs the right staff with a balance of skills and experience, develops staff with training and development opportunities to enhance their performance and achieve ACE's organisational vision and mission statements.



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## MAIN DUTIES AND RESPONSIBILITIES

The Administration and Human Resources Officer is responsible to the Manager of Administration and Finance Division for the following tasks, duties and functions:

1. Develop and maintain personnel policies, procedures and action programmes to provide effective and efficient support to ACE, Division and staff as well as to assist managers to understand, implement and provide counselling on policies and procedures of ACE procedures to promote healthy work environment;
2. Actively involved in recruitment by preparing job description, posting advertisement and managing the hiring process, as well as to create and implement effective on-boarding plans, and ensure adequate personnel required to meet the Centre's current and future needs. The activities include preparations and selection, recruitment, placement, training and development, tour of duty, compensation and benefits plans, replacement, handling over and termination and inductions for new staff;
3. Develop and maintain an effective organisational design, which includes organisational structure, processes and system to increase ACE productivity;
4. Govern the process of making a great ACE's organisational behaviour and culture by examining decision making process within organisation and developing values and feedback systems;
5. Develop ACE Talent Mapping to identify the current available talent in ACE compared to the required Talent to achieve ACE Vision and Mission
6. Support employees to boost their performance by systematically eradicate factors that steal time from employees and help employees to link their roles to the broader ACE vision and mission
7. Review employment and working conditions to ensure legal compliance and provide advice and assistance to the management on the Human Resources Management related matters such as staff performance with Goal and Objective as Key Performance Indicator, rewarding performance, health and safety, working conditions, equal opportunities, grievances, absence management, staffs' career development path, implementing disciplinary procedures and processing terminations;
8. Support the development and implementation of HR initiatives and systems, advise on pay and other remuneration issues, including promotion and benefits; undertaking regular salary reviews; administering payroll and maintaining employee records; managing ACE's insurances (health, life and travel insurances); developing with line managers HR planning strategies which consider immediate and long-term staff requirements; and in analysing training needs in conjunction with departmental managers;
9. Maintain manual and electronic documents employee records (attendance, Personal Files, etc.) according to policy and legal requirements (for the purpose of providing accurate information in compliance with established guidelines;

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10. Arrange meetings, seminars, workshops, and other events, as well as to ensure proper handling of the traveling, accommodation, transportation, etc., relating to the mission of ACE's management and staff as well as the missions visit from other agencies to ACE;
11. Deal with the concerned Indonesia Government Agencies (Ministry of Energy and Mineral Resources, Minister of State Secretary and Ministry of Foreign Affair) as well as in the ASEAN Member States for the arrangement of required formalities for the foreign staff and the Indonesian staff (stay and / or working permits, entry-exit permits, etc.); and on the hosting arrangements and requirements of the Centre, including licensing for foreigners, tax exemption and tax restitution for ACE partner;
12. Perform other tasks that may be assigned by the Executive Director.

## QUALIFICATION REQUIREMENTS

### Technical skill:

1. Advance university degree (master's degree or equivalent) in the areas of psychology, human resources management, public administration, social sciences, governance, economics and related field.
2. At least five (5) years' experience of progressively responsible experience in human resources management and reform, and human resources policy formulation and implementation at the international level is required.
3. Experience providing strategic human resources guidance to the management is required.
4. Experience in the administration of human resource policies and procedures for field staff in an International Organization is desirable
5. Experience in supporting an organization-wide change management programme is desirable
6. Demonstrated ability to carry out Administration and HR functions and tasks.
7. Demonstrated ability to plan and organise tasks and work flows, with proven ability for accuracy under pressure and adherence to deadlines and demonstrated commitment to collaborative work practices.
8. Able to work independently and prepare required HR reports in English as well as communicate Administration and HR policies, plans and programmes to all the personnel of the Centre.
9. Ability to multi-task, work long and irregular hours, perform tasks outside of job scope.



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#### **Inter-personal skill:**

- Excellent inter-personal attribute including: tact sensitivity, sound and strong organisational 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.

#### **REMUNERATION AND BENEFITS**

The successful candidate will be stationed in Jakarta, Indonesia and will be offered for 2 years contract based on a yearly contract, with a probationary period of three (3) months. The contract may be extended 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 ACE consolidated rules and regulations.

Send your application letter to [hr@aseanenergy.org](mailto:hr@aseanenergy.org) by 18 September 2018 at 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 educational certificates obtained**. Incomplete applications will not be considered, and only shortlisted candidates will be notified. The successful candidate is expected to be on-board at the soonest.

**Please indicate on the subject heading: Application for A&HR Senior Officer (A&HR).**