

# Position Description

## Program Manager - ASEAN–Australia Energy Cooperation Program



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| <b>Position Title</b> | Program Manager - ASEAN–Australia Energy Cooperation Program                                                                                                                                              |
| <b>Work Area</b>      | Aus4ASEAN Futures – Technical Services and Support Program (TSSP)                                                                                                                                         |
| <b>Supervisor</b>     | Aus4ASEAN Futures TSSP, Head;<br>ACE Senior Manager, Strategic Partnerships & APAEC (institutional and technical reporting);<br>Aus4ASEAN Futures, Program Director (program delivery and accountability) |
| <b>Location</b>       | Jakarta, Indonesia                                                                                                                                                                                        |

### Tetra Tech International Development

Tetra Tech has a 40-year history in successfully delivering international development projects on behalf of donors right around the world. Our people work side by side with local partners to support stability, economic growth and good governance, positively changing people's lives.

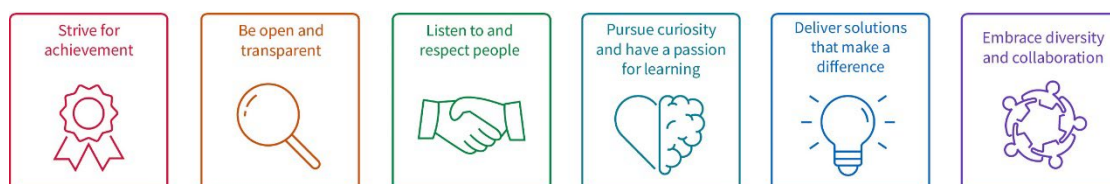
Tetra Tech International Development is part of global consulting firm Tetra Tech. The International Development team implements and manages projects designed to strengthen social and economic infrastructure and improve the lives of people in the Asia Pacific region.

Every Tetra Tech relationship is built on trust. Trust that is hard-earned through our proven expertise, our depth of global experience and our commitment to stay one step ahead. We create value throughout the project lifecycle and deliver vital international and local development projects for our clients. Our united group of specialists take enormous pride in collaborating with our project partners. By digging deeper. Thinking smarter. And seeing further. All so we can deliver the smartest solutions, every time.

We welcome applicants of all genders, disabilities, ages, ethnicities, and language group.

### Our Values

We are a values-based organisation, and our values reflect who we are and what we stand for, and strengthen our engagement with colleagues, partners and clients through our shared values and behaviours.



### Overview of AUS4ASEAN Futures

Aus4ASEAN Futures builds on the ASEAN-Australia Development Cooperation Program Phase 2 (AADCPH), a highly regarded program which has provided support to the ASEAN Economic Community (AEC) for 12 years. Aus4ASEAN Futures is embedded in the ASEAN Secretariat (ASEC) mobilising resources through an ASEAN trust fund account and using ASEAN procurement systems. This model of partnership and deep integration into ASEAN systems is highly valued by ASEAN and unique to Australia. It demonstrates Australia's commitment to be responsive to ASEAN priorities and requests, and work as a true partner to ASEAN.

Aus4ASEAN Futures is a \$204 million investment over ten years. It will support activities in the ASEAN Political Security Community (APSC), ASEAN Socio-Cultural Community (ASCC) and AEC. The introduction of these communities will enable Australia to engage with ASEAN across a diverse range of strategic and emerging areas, from climate change to mental health, disaster preparedness to marine debris. Developing stronger links across a wide range of themes, it will increase connections with ASEAN and more effectively support a more resilient and integrated region.

The goal for Aus4ASEAN Futures is a “peaceful, prosperous, and inclusive” ASEAN with the following end of program outcomes:

(a) ASEAN member states' planning, policies and programs more effectively support all Communities to promote:

- (i) economic recovery, integration and connectivity;
- (ii) inclusive resilient communities; and
- (iii) peaceful, rules-based systems.

(b) ASEAN programs, plans and policies more effectively integrate cross-cutting issues including social inclusion, gender equality and disability.

(c) Australia is recognised for its positive contribution to ASEAN.

The ASEAN–Australia Energy Cooperation Program is a USD 4.2 million, 36-month program delivered in partnership between the ASEAN Centre for Energy (ACE) and the Australian Government through the Aus4ASEAN Futures Initiative. The Program encompasses eight interlinked projects across three ASEAN Plan of Action for Energy Cooperation (APAEC) 2026–2030 programme areas:

1. ASEAN Power Grid (APG)
2. Renewable Energy (RE)
3. Regional Energy Policy and Planning (REPP)

A dedicated Program Management Unit (PMU), embedded at ACE and co-led by the ACE Senior Manager, Strategic Partnership and APAEC and the Aus4ASEAN Futures Program Director, oversees day-to-day implementation. The PMU comprises the Program Manager, a Senior Program Officer, a Program Officer, a Monitoring, Evaluation, and Learning (MEL) Adviser, and a Gender Equality, Disability, and Social Inclusion (GEDSI) Adviser.

The Program is governed by a Cooperation Arrangement between Australia's Department of Foreign Affairs and Trade (DFAT) and ACE signed on 12 December 2024, with strategic oversight from a Program Steering Committee (PSC) co-chaired by the Australian Mission to ASEAN represented by the Australian Mission to ASEAN and the ASEAN Secretariat.

Tetra Tech has been appointed by the Department of Foreign Affairs and Trade (DFAT) as the Managing Contractor for the Technical Services and Support Program (TSSP). The Program is a 5-year investment, in addition to the Australian investment in the trust fund. TSSP offers technical and operational services to the PPMSU and the Australian Mission to ASEAN in key areas, including:

1. Long-Term Advisers: Recruiting and managing long-term advisers in monitoring and evaluation, strategic communications and public diplomacy, and inclusion;
2. Technical Experts: Sourcing, maintaining, and deploying technical expertise through panels of partner organisations and individual technical experts;
3. Travel and Logistics: Arranging and facilitating travel and logistics for representatives from ASEAN Member States (AMS), Australia, and other dialogue partner countries to participate in ASEAN activities; and

4. Flexible Fund Management: Managing a Flexible Fund and other program resources to support activities as needed.

TSSP is providing support for the recruitment and performance management of the Program Manager for ASEAN–Australia Energy Cooperation Program.

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## Purpose and Objectives

The Program Manager is the day-to-day program delivery lead within the PMU, responsible for driving implementation across all eight projects, managing the PMU team, overseeing fiduciary compliance, and coordinating across ACE's technical departments, external implementing partners, and the Aus4ASEAN Futures Program Planning and Monitoring Support Unit (PPMSU).

This is a newly established position within the PMU within ACE. The Program Manager reports to the ACE Senior Manager, Strategic Partnerships & APAEC on institutional and technical matters, and to the Aus4ASEAN Futures Program Director on program delivery and accountability. Performance will be managed through oversight by the Head of TSSP.

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## Key Responsibilities

**Key responsibilities include**

### A. Program Leadership and Delivery [Primary]

- Lead consolidated work planning across all eight projects, including sequencing, dependencies, and milestone tracking.
- Identify and implement adaptive course corrections in response to changing circumstances or delivery risks.
- Lead or coordinate the development of program inception deliverables, including the Risk Management Plan, Program Implementation Manual, and Communications and Visibility Plan, and guide the MEL and GEDSI Advisers in producing the MEL Plan and GEDSI Landscape Assessment.
- Drive risk identification, assessment, and escalation to the PMU co-leads when required.
- Coordinate procurement with PPMSU and manage onboarding, and performance of external implementing agencies including consultants and vendors, ensuring quality, timeline adherence, and alignment with program objectives.

### B. Stakeholder Engagement and Institutional Coordination

- Serve as the primary coordination point between PPMSU, ACE technical departments, and implementing partners.
- Representing the Program in regional meetings, policy dialogues, and technical forums.
- Manage the relationship with DFAT (Australian Mission to ASEAN) and PPMSU proactively, ensuring coherent engagement strategies across bilateral meetings, consultations, and workshops.

### C. Financial Oversight and Fiduciary Compliance

- Oversee annual work plans and budget management — tracking, flagging, and actioning variances across all eight projects in close coordination with PPMSU.
- Ensure financial reporting meets DFAT standards and ACE institutional requirements per the Cooperation Arrangement.
- Maintain procurement compliance with DFAT requirements and standards, including auditable records for all consultants and implementing partner engagements.

### D. Quality Assurance and Risk Management

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## Key Responsibilities

- Establish and maintain quality assurance procedures for assessments, analyses, guidelines, modelling outputs, toolkits, and knowledge products.
- Conduct final review in coordination with PPMSU and ACE of major deliverables before submission to relevant ASEAN bodies for input and endorsement.
- Maintain and update the program risk register, ensuring risks are assessed, mitigated, and escalated as required.

## E. Team Management and Capacity Development

- Directly manage the Senior Program Officer, Program Officer, MEL Adviser, and GEDSI Adviser — providing direction, managing workload, and overseeing performance.
- Build the capacity of the ACE program team, as well as the broader ACE staff where practicable, in program and project management through structured mentoring, on-the-job development, and learning sessions.
- Ensure MEL and GEDSI are integrated into delivery as core functions, not parallel streams – in consultation with MEL and GEDSI Advisors at PPMSU as required.

## F. MEL, Reporting, and Knowledge Management

- Oversee operationalisation of the MEL Plan with the PMU MEL Adviser, embedding outcome tracking and learning cycles into the delivery rhythm.
- Lead all program reporting — six-monthly, annual, and ad hoc as required — ensuring reports are analytical, evidence-based, and actionable.
- Ensure GEDSI-responsive MEL, with gender-disaggregated data and social inclusion metrics integrated across reporting.
- Oversee development of communication materials and ensure knowledge products are documented and accessible within ACE and the APAEC institutional framework.

## Key Deliverables

- Program inception deliverables — Risk Management Plan, Program Implementation Manual, and Communications and Visibility Plan (PM-led); MEL Plan and GEDSI Landscape Assessment (coordinated with respective PMU Advisers).
- Annual program work plans.
- Project Inception Report for each of the eight projects.
- MEL-integrated program progress reports (six-monthly and annual) for the Program Steering Committee.
- Program risk register (updated quarterly or as required).
- Quality assurance-cleared technical outputs across all eight projects.

## Performance Criteria

Performance will be assessed against:

- Timely delivery of program milestones and outputs across all eight projects.
- Effective coordination across the dual institutional arrangement, maintaining the confidence of ACE and Aus4ASEAN Futures leadership.
- Quality and credibility of technical outputs, with demonstrated integration of MEL and GEDSI.
- Sound financial oversight, procurement compliance, and auditable records.

## Selection Criteria

### Qualifications

- An advanced degree in international development, public policy, energy policy, program management, or a related field, with a minimum of 8 years of progressive experience in program management within international development, including at least 3 years in ASEAN/Southeast Asia in a senior delivery role.

## Key Responsibilities

### Experience

#### Essential :

- Proven track record delivering complex, multi-stakeholder programs to bilateral donor standards, including work planning, budget management, quality assurance, risk management, and results reporting.
- Direct experience in program delivery through or in partnership with regional or multilateral institutions, including managing implementing agencies. Experience in a hosted or embedded institutional arrangement is highly regarded.
- Experience managing and developing small, cross-cultural teams in an international or regional institutional setting.
- Practical experience developing and/or operationalising MEL frameworks and using monitoring data for adaptive management decisions.
- Strong capacity to produce and review analytical reports, briefing notes, and program documentation in English to donor and ASEAN institutional standard.

#### Desirable :

- Understanding of the ASEAN energy institutional landscape, including how APAEC bodies function, how energy cooperation decisions are made, and how activities are progressed through energy sectoral bodies and subsector networks.
- Experience on energy programs or projects in ASEAN/Southeast Asia across at least two of: power grid development and cross-border electricity trading; renewable energy policy and deployment; regional energy policy and planning.
- Familiarity with DFAT program management requirements, including aid effectiveness standards, safeguards, and reporting frameworks.
- Understanding of GEDSI in the energy sector sufficient to provide meaningful oversight of GEDSI integration across delivery, MEL, and reporting.

### Knowledge and Skills - Technical and Managerial

- Program and project management across the full delivery cycle, including multi-project portfolio coordination.
- Financial management and budget oversight to bilateral donor accountability standards.
- Stakeholder engagement and institutional coordination across government, regional bodies, and bilateral agencies.
- MEL design, implementation, and use for adaptive management.
- Knowledge of GEDSI concepts and their application in programs.
- Quality assurance and risk management.
- Report writing — able to produce high-quality program documents and reports.

### Personal Attributes

- Diversity and Inclusion — fosters an inclusive work environment grounded in mutual respect and free from all forms of discrimination.
- Integrity — maintains and promotes social, ethical, and organisational standards.
- Diplomacy — navigates institutional complexity and manages politically sensitive relationships with composure and sound judgment.
- Adaptability — operates effectively in newly established roles, builds systems and norms from the ground up, and adjusts to shifting priorities while maintaining delivery focus.
- Teamwork — builds cohesion across cross-cultural and cross-institutional teams.

## Key Responsibilities

- Communication — synthesises complex information clearly for diverse audiences, from technical counterparts to senior government officials.
  - Initiative — identifies and acts on opportunities and risks proactively, without waiting for direction.
  - Comply with, and advocate for, DFAT's policies on cross-cutting issues, including gender, disability, fraud and anti-corruption, PSEAH, child protection and environmental and social safeguard
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## Code of Conduct

In accordance with Tetra Tech's Code of Conduct and Client Service Standards, all staff are expected to display professional behaviour, communicate respectfully, and perform their duties responsibly.

## Child Protection

Tetra Tech is committed to protecting the rights of children. We reserve the right to conduct police checks and other screening procedures to ensure a child-safe environment.

## Gender Equality, Disability and Social Inclusion

Tetra Tech International Development does not discriminate on the basis of ethnicity, race, colour, religion, disability, sex, sexual orientation, gender identity or expression, national origin, veteran status, marital status, or any other identity. We strongly encourage applications from minoritized groups and promise to ensure our application process is accessible and inclusive.

## Preventing Sexual Exploitation, Abuse and Harassment

Tetra Tech International Development is committed to respectful workplaces and does not tolerate sexual exploitation, abuse or harassment of any kind.

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*A position description is not intended to limit the scope of a position but to highlight the key aspects of the position. The requirements of the position may be altered in order to meet the changing operational needs of Tetra Tech International Development.*