

Jan 2020

Scope of Work

Research Assistant (Bangkok)

Objective and Purpose of the Assignment

Asia Clean Energy Partners Limited (ACE Partners) is an international advisory firm that provides consulting and advisory services related to the energy sector. The firm works to support the acceleration of clean energy deployment, to achieve greater speed and scale, with a focus on markets in Asia and the Pacific. ACE Partners supports the design and scale-up of effective initiatives, with a focus in four main areas: (a) creating insights through research and analytics; (b) designing and packaging of projects and initiatives; (c) connecting stakeholders with the knowledge, technologies, and finance to achieve results; and (d) building communities of practice through targeted communications and events.

Overview of the Position

The **Research Assistant** will support research and analysis efforts, including surveys, reports, and technical analysis and advisory in the area of clean energy. She/he will also support research that contributes to communications materials for the company, including the company website, social media, electronic brochures and mailers, and related materials.

Scope of Work and Detailed Tasks

Research and Technical Analysis

- a. Support outreach to clients to understand research and information needs in order to design research and analysis products.
- b. Research and analysis covering energy technologies, policies, financing initiatives and institutional mechanisms, with the aim to provide understanding and insight for clients and to build the knowledge base of ACE Partners.
- c. Research, analysis and writing to support preparation of research briefs, documents, and reports prepared for clients or for public distribution.
- d. Research to support development of business proposals and expressions of interest for new work and contracts.

Communications and Partnerships

- a. Research and data gathering to support updating of company communications, including the company website and any project sites, social media posts, press releases, blogs, news items, emails, and other electronic communications.

- b. Research and data gathering to support outreach to, and partnerships with, companies and organizations working on clean energy issues in Asia and to related stakeholders active on these issues.

Management, Strategy, and Operations

- a. Research, data gathering, and analysis to support development and implementation of management systems, strategy, planning, and operations for the company.

Minimum Qualification Requirements

Previous work experience with technical assignments in the power sector, and the energy sector more broadly, including renewable energy and/or energy efficiency, is strongly preferred. Experience working with a range of private sector, non-profit, and government actors in Thailand and Asia will be helpful to successfully carry out the work. In terms of academic studies, the candidate should preferably have an advanced university degree in energy, economics, engineering, physical or social sciences, or a related field, with international experience in the field of energy, engineering, or a related area.

- **Minimum Related Experience:** 4 Years
- **Regional/Country Experience:** Experience in Asia required, and experience specifically in Southeast Asia is preferred.
- **Location:** Bangkok. Applicants must have the right to live and work in Thailand.

Women and Asian nationals are particularly encouraged to apply.

Reporting

The Research Assistant will report directly will report to the Managing Partners of ACE Partners.

Period of Performance

- **Start Date:** 1 March 2020 or as soon as possible thereafter

How to Apply

- Please submit your application in the form of a CV and cover letter by **14 February 2020** to info@asiacleanenergypartners.com