

RECRUITMENT NOTICE

Director of Operations / Chief Operating Officer (COO)

About Us

Asia Clean Energy Partners (ACE Partners) is a leading advisory firm dedicated to accelerating the clean energy transition across Asia-Pacific. We specialize in providing actionable insights, building stakeholder networks, and designing scalable clean energy initiatives that drive real impact. Through our three specialized teams—Policy and Regulation, Technology and Markets, and Knowledge and Engagement—we empower clients to execute projects that support the shift to a sustainable energy future.

Visit: <https://www.asiacleanenergypartners.com/> for more about ACE Partners.

Who We're Looking for

We're looking for an experienced and dynamic **Director of Business Operations / Chief Operating Officer (COO)** to join our leadership team. This role is perfect for someone with a background in clean energy, experience in consulting, and a proven track record in managing complex portfolios, optimizing operations, and building strong client relationships.

In this role you'll be at the center of ACE Partners, guiding our three project teams to consistently deliver high-quality services while also managing our back-office operations and working with the Co-CEOs to drive our business growth strategies. The ideal candidate will bring a strong sense of purpose, actively seeking ways to leverage their experience to help ACE Partners capitalize and deliver on opportunities, ensure client satisfaction, and contribute to efforts to drive and accelerate the clean energy transition across the region.

Your Responsibilities

1. Operations and Team Leadership (60%)

- Lead operational excellence by streamlining workflows, ensuring efficient, best-practice standard operating procedures (SOPs), and aligning cross-functional teams with the work streams they support.
- Set company-wide KPIs and ensure performance metrics are defined, tracked, and achieved to drive continuous improvement.
- Oversee budget planning and resource allocation, working with the finance team to establish cost parameters for projects and optimize project delivery.
- Mentor Team Leaders to promote professional growth, establish accountability, and build a high-performance culture.

2. Project Management and Delivery (20%)

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50 Stanley Street, Central, Hong Kong
www.asiacleanenergypartners.com

- Ensure high-priority projects are successfully executed, meeting delivery standards, timelines, and strategic objectives.
- Implement and standardize project management methodologies to maximize efficiency in delivery and client satisfaction.
- Continuously improve processes by incorporating lessons learned into future projects.

3. Management Team Contribution (20%)

- Collaborate with senior leadership to define and execute long-term business strategies.
- Drive the optimization of operational systems, with the aim to enhance efficiency and scalability.
- Identify growth opportunities and strengthen partnerships to support the expansion of ACE Partners and its influence in the clean energy sector across Asia.

Your Ideal Profile

1. Educational Background and Training

- Master's degree or higher in Business Administration, Project Management, Engineering, Environmental Sciences, or a related field. Advanced degrees in management or relevant disciplines are an asset.
- Professional certification in project management (such as PMP, PRINCE2, or an equivalent) is required to ensure familiarity with standardized project management practices and methodologies.

2. Professional Experience

- Minimum of 10 years in operations, ideally within organizations that work in development or business consulting, clean energy research and advocacy, or related client services. Proven experience in setting and enforcing operational standards and leading teams of project advisors.
- Skilled in managing multiple projects or a portfolio of projects simultaneously, with a focus on meeting delivery standards, timelines, and budgets. Demonstrated ability to implement and monitor company-wide KPIs to drive performance.

3. Project Management Skills

- Proficient in project management software (e.g., Productive.io, MS Project, or other project management or ERP software).
- Proven experience in managing budgets, resources, and operational workflows to support project execution and company growth.
- Strong analytical and strategic thinking skills, with a data-driven approach, focused on operational efficiency and achieving results.
- Exceptional written and verbal communication abilities, with the capability to distill complex information for diverse audiences, facilitating cross-functional collaboration.

4. Attributes and Competencies that Support the Culture of ACE Partners

- **Results-Oriented:** Embraces a “Get Things Done” approach, driving projects and tasks to completion with accountability.
- **Commitment to Quality:** Consistently delivers high-standard work that aligns with ACE Partners’ values.
- **Attention to Detail:** Ensures precision in all operational processes and project outputs.
- **Adaptable:** Thrives in a fast-paced, evolving environment, and can navigate shifting priorities with ease.
- **Continuous Learner:** Committed to professional growth, always seeking ways to enhance skills and knowledge within clean energy and operations.
- **Innovation-Driven:** Encourages and embraces innovative solutions, looking for ways to leverage technology and best practices to improve ACE Partners' operations.
- **Clear Communicator:** Actively promotes open communication within teams and with clients, especially in remote settings, to ensure alignment and collaboration.

Location

ACE Partners works as a decentralized organization, with staff across six countries. For this senior management position, a Southeast Asia location is required, with a preference for Bangkok, that this is a core office for our operations.

Reporting

You will report to the Co-CEOs of ACE Partners.

Start Date

The expected start date is January-February 2024.

Join Our Team!



How to Apply

Ready to make a difference in clean energy?
Please submit your CV and cover letter to info@asiacleanenergypartners.com by **20 December 2024**. Due to the high volume of applications, only shortlisted candidates will be contacted. We look forward to learning about your background and seeing how you could be a great fit for our team!