

RECRUITMENT NOTICE

Technical Associate

About Us

[Asia Clean Energy Partners \(ACE Partners\)](https://www.asiacleanenergypartners.com) is a mission-driven consulting firm supporting clean energy and low-carbon transitions across Asia and the Pacific, with a strong operational presence in Southeast Asia. Founded in Hong Kong in 2018 and expanded to Singapore in 2025 through the establishment of Asia Clean Energy Partners Solutions Pte. Ltd., ACE Partners maintains its main operations office in Bangkok and has full-time team members in Thailand, the Philippines, India, and Australia. Our regional network of specialists enables us to combine country-level understanding with cross-regional experience and international expertise.

ACE Partners works with governments, development partners, financial institutions, businesses, and civil society in four interconnected areas:

- producing evidence and insights through research and analysis;
- designing and implementing clean energy and climate initiatives;
- connecting stakeholders with knowledge, technology, expertise, and finance; and
- building knowledge and action platforms that support dialogue, collaboration, and implementation.

Learn more at <https://www.asiacleanenergypartners.com>.

Who We Are Looking For

We are seeking a motivated **Technical Associate** to join our Project Delivery Team. The successful candidate has solid technical grounding in clean energy, enjoys research and analysis, and takes pride in producing accurate, well-structured work. They bring at least five years of experience in the clean energy or related sector, a good understanding of the energy landscape in Asia, and the discipline to deliver quality outputs on time.

This is a hands-on delivery role. Working under guidance of the Technical Managers and the Director of Technical Delivery, the Technical Associate will be expected to produce reliable research and analysis, prepare clear and professional client deliverables, keep project tasks and documentation on track, and continuously grow their technical expertise to take on greater responsibility over time.

Your Responsibilities

Project Delivery (80%)

- Conduct research and analysis on clean energy technologies, policies, regulations, markets, and financing mechanisms in Asia, ensuring accuracy and depth of insights.
- Collect, clean, and analyze data, and support technical and financial analysis under the direction of the Technical Manager.
- Draft research briefs, reports, presentations, and other client deliverables that communicate complex information clearly and meet ACE Partners' quality standards.
- Coordinate day-to-day project tasks across team members, external experts, and partners, maintaining consistency and quality across deliverables.
- Track deliverables, maintain project documentation and files, and flag any risks to deadlines early to the Technical Manager.
- Organize and provide logistical and content support for client workshops, consultations, trainings, and events, including preparing materials, taking notes, and drafting meeting summaries.
- Prepare client-facing communications materials that are clear, accurate, and aligned with project messaging.

Business Development (10%)

- Contribute to proposals by preparing background research, drafting technical sections, compiling CVs and annexes, and checking compliance with submission requirements, under the supervision of the Technical Manager or the Director of Technical Delivery
- Assist in identifying opportunities and maintaining databases of clients, partners, experts, and past projects.

Professional Development and Team Contribution (10%)

- Actively participate in team and company-wide meetings, sharing lessons learned from project work.
- Contribute to internal knowledge products, templates, and resources that improve the quality and efficiency of delivery.
- Pursue continuous learning to deepen technical expertise and build toward managing project workstreams.

Your Ideal Profile

Educational Background and Training

- Bachelor's degree in Engineering, Energy, Environmental Science, Economics, Public Policy, Sustainability, or a related field. A Master's degree is an advantage.
- Additional training or certification in energy systems, renewable energy, energy efficiency, or climate policy is an advantage.

Professional Experience

- Minimum 5 years of experience in clean energy, energy efficiency, climate change, or a related field, ideally with consulting firms, development partners, government agencies, or research organizations.
- Strong, demonstrated technical expertise in one or more areas such as renewable energy, energy efficiency, power sector policy and regulation, grid integration, energy markets, clean energy finance and investment, or corporate decarbonization and ESG.
- Good understanding of the clean energy landscape in Asia, with direct experience in one or more Southeast Asian countries preferred.
- Experience contributing to donor-funded or client projects (e.g., ADB, USAID, World Bank, GIZ, UNOPS, UNDP, UNEP, DFAT, FCDO, EU) is an asset.
- Track record of producing reports, briefs, or analytical outputs for both technical and non-technical audiences.
- Experience supporting workshops, stakeholder consultations, or capacity building activities is an advantage.

Skills and Competencies

- Strong research, analytical, and data management skills, with the ability to work with large datasets and turn findings into clear insights.
- Proficient in Microsoft Office, especially advanced Excel and PowerPoint. Experience with data visualization tools (e.g., Power BI, Tableau) or energy modelling tools (e.g., RETScreen, HOMER, PVsyst, LEAP) is an asset.
- Comfortable using AI tools to support research, analysis, and drafting, while applying sound judgment to verify accuracy, check sources, and take full responsibility for the final output.
- Excellent written and spoken English, with the ability to produce clear, well-structured reports and presentations.
- Strong organizational and time management skills, able to manage multiple tasks and consistently meet deadlines.
- Able to work independently with guidance, while knowing when to escalate issues.
- Collaborative team player, comfortable working with colleagues, experts, and partners across different countries and cultures.

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 analysis, data, 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 project delivery.
- **Innovation-Driven:** Encourages and embraces innovative solutions, looking for ways to leverage technology and best practices to improve the quality and impact of ACE Partners' work.
- **Clear Communicator:** Actively promotes open communication within teams and with clients, especially in remote settings, to ensure alignment and collaboration.

Location

Bangkok, Thailand. Thai nationals and ASEAN nationals who already hold the right to work in Thailand are encouraged to apply.

Reporting

You will report to the Technical Manager

Start Date

The expected start date is October-November 2026.

Join Our Team!



How to Apply

Ready to help accelerate the region's clean energy transition? Please submit your **CV and Cover Letter** to info@asiacleanenergypartners.com by **9 October 2026**. 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!