



TERMS OF REFERENCE

Senior Project Officer – Malaysia
ICLEI Southeast Asia Secretariat, Inc.

Position title:	Senior Project Officer
Direct supervisor:	Regional Director, Regional Program Manager
Location:	Melaka, Malaysia
Classification:	Annual contract
Conditions:	Project-based, renewable, 6 months probationary
Working hours:	Full-time employment of 40 hours/week. Periodic communication with global partners may require work beyond office hours.
Starting date:	05 January 2026 at the earliest
Salary range:	1,500 – 2,000 USD, Commensurate to qualifications, inclusive of applicable taxes and government mandates

About ICLEI

ICLEI-Local Governments for Sustainability is a global network working with more than 2,500 local and regional governments committed to sustainable urban development. Active in 125+ countries, we influence sustainability policy and drive local action for low emission, nature-based, equitable, resilient, and circular development. Our Members and team of experts work together through peer exchange, partnerships and capacity building to create systemic change for urban sustainability.

The ICLEI Southeast Asia Secretariat (SEAS), based in Quezon City, Philippines, currently serves ICLEI Members in the Philippines, Indonesia, Malaysia, and Thailand. Established in 1999, ICLEI SEAS currently has 63 members from the aforementioned countries.

ICLEI SEAS prides itself on its body of work over the past years, assisting and supporting local governments in the region in their quest towards sustainable development. To date, ICLEI SEAS has implemented over 50 major long-term programs and projects in cooperation with over 100 nationally, regionally, and internationally renowned partners. Collectively, they have benefitted over 90 local governments and their over 77 million citizens throughout 7 countries in Southeast Asia.

Over the past years, ICLEI SEAS has gained recognition for its efforts in empowering local governments in Southeast Asia by designing, promoting, and drawing external support for programs on urban resilience, low emission development, integrated resource management, and other sustainability themes.

Duties and responsibilities

Research/Knowledge Products/Policy Briefs	• Provide inputs in the development of 1 knowledge product, covering PEB solutions and technologies such as business models, building energy management systems (BEMS), lighting, and digitalization relevant to Malaysia. Products should be prepared in English and translated into the local language (Malay).
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	• Support the preparation of the Training Needs Assessment (TNA) report and integrate findings into capacity development planning. • Contribute to the preparation of knowledge and policy products such as the Green City Action Plans (GCAPs), Quality Infrastructure Investment (QII) pipeline documents, inception and interim reports, and capacity-building reports. • Develop communication materials and documentation for outreach events, policy dialogues, and workshops to ensure knowledge dissemination and visibility.
Stakeholder Outreach and Engagement	• Support in convening and coordinating 1 multistakeholder working group that engage communities, private sector, financial institutions, academia, and local/regional governments from Malaysia, convening regularly (online). • Support in the drafting, review, and finalization of 1 status report, highlighting a vision statement and 2-4 flagship actions on Positive Energy Buildings (PEBs) based on discussions with local stakeholders and desk research (part of project activities). • Provide secretariat and coordination support to 2 National Advisory Group (NAG) meetings (online/passive hybrid), including preparation of agendas, notes, and follow-up actions. • Assist ICLEI in regular outreach to key government, utility, and business stakeholders to ensure active participation in project activities, MLG dialogues and technical inputs. • Support the design and execution of stakeholder engagement strategies, including awareness campaigns, newsletters, social media, and print media content.
Capacity Building and Peer Learning	• Assist in organizing and lead in delivering 2 capacity-building workshops on PEBs and RE/EE opportunities in public buildings (including technical, financial, or policy aspects), ensuring inclusive participation of local and regional governments (1 in-person, 1 online). • Support in the organization of 2 peer exchanges (1 online for Malaysian LRGs; and 1 international in-person alongside study tour). • Facilitate logistics, coordination with local stakeholders, and on-site arrangements in collaboration with SEAS for 1 international study tour to a regional/international demonstration project on PEBs. • Support the functioning of the project's community of practice and regional/global mentor network,



	ensuring volunteer experts are engaged in dialogues, trainings, and knowledge product development. • Lead and support in convening training and peer-learning sessions on urban development, environmental planning, climate action planning, infrastructure project development, and monitoring.
Multi-Level Governance Dialogue and Advocacy	• Support in organizing and conducting 1 national-level Multi-Level Governance (MLG) dialogue that brings together senior representatives from national, regional, and local governments (in-person), ensuring alignment with previous project activities (working groups, NAGs). • Assist in documenting 1 outcome document/call to action from the multilevel governance (MLG) dialogues, consolidating recommendations from local, regional, and national stakeholders, as a final project output. • Assist in organizing and delivering a finance lab to strengthen cities' capital investment planning, infrastructure prioritization, and governance processes.
Support to ICLEI's Global Executive Committee (GexCom) Representative	• Provide technical and administrative assistance to ICLEI's Global Executive Committee representative for the sustainable energy portfolio, including preparing talking points, presentations, briefing notes, and relevant background materials. • Assist in coordinating communications between the GexCom representative, ICLEI SEAS, and global ICLEI offices to ensure consistent representation of the sustainable energy agenda. • Support in documenting outcomes of GexCom-related meetings and following up on agreed action points.
General/Administrative Tasks	• Provide day-to-day administrative, logistical, and communications support to the project team for smooth implementation of activities. • Assist in preparing concept notes, agendas, minutes, presentations, and reports for meetings, workshops, and events. • Contribute to project monitoring and reporting requirements, including progress updates, collecting post-activity feedback, donor reporting inputs, and documentation of lessons learned. • Undertake other related tasks that may be reasonably assigned by the Regional Director or the ICLEI SEAS management team.

Competencies



Corporate competencies	• Demonstrate commitment to ICLEI's Vision, Mission, and values. • Exerts strict adherence to corporate rules, regulations, and procedures. Familiarity with the internal control framework and results-based management tool is a must. • Displays cultural, gender, religion, race, nationality, and age sensitivity and adaptability.
Knowledge management and learning	• Shares knowledge and experience. • Actively work towards continuing personal training, acts on a learning plan, and applies newly acquired skills.
Development and operational effectiveness	• Ability to perform a variety of specialized tasks related to results-based management, including support to design, planning, and project implementation and reporting. • Ability to establish and maintain contacts with operational-level officials of the participating local governments and other stakeholders required. • Possess excellent analytical, organizational, interpersonal communications and writing skills. • Ability to work in an international environment independently and proactively, and has the willingness to learn. • Creative and passionate in sustainable development, self-motivated, with keen attention to details and is highly organized.
Project management competencies	• Ability to secure buy-in, commitment, and accountability of government officials to the programmes. • Familiarity with the stakeholder analyses process and results utilization to ensure programme outputs and outcomes are met. • Ability to negotiate and align city needs with the programme objectives, ensuring city representatives and other stakeholders understand the programme benefits and thus, are motivated to meaningfully engage with the programme.

Recruitment and Qualifications



Education	University Degree in a technical or policy related field (energy economics, sustainability, environmental science/management, urban and regional planning, development studies, or other relevant degrees; or a combination of relevant education and experience, etc.) – Master's Degree is a plus
Experience	Must possess knowledge of or experience working with local governments in the area of sustainability initiatives and climate change, sustainable development, climate policy. Knowledge or experience on sustainable energy (renewable energy, energy efficiency) would be an advantage. • 5 to 8 years of experience in climate change (mitigation and adaptation), waste, transport, renewable energy, energy efficiency, and urban environmental issues or related fields. • Advance degree in related field may be accepted at the discretion of ICLEI SEAS. • Previous experience in development work or related work for donor organizations, government institutions, NGOs, private sector/consulting firm is a strong advantage. • Experience in the usage of computers and office software packages and advanced knowledge of spreadsheets and database packages, experience in handling web-based management systems. • Must be willing and be able to travel domestically and internationally. • Must be able to prioritize and manage tasks. Possess self-management skills and emotional intelligence. • Addresses conflicts proactively, striving for mutually acceptable solutions. Ability to work independently with minimum supervision and as a part of a dynamic group in a multicultural environment.
Language requirements	Fluency in both oral and written English and Malay is a must.
Legality	Malaysian nationality or have been working in similar field in Malaysia for 5 to 8 years. Must be able to secure legal requirements to work in Malaysia. Must be based in Kuala Lumpur or Melaka.

Terms and conditions:

- The position is available from **05 January 2026 at the earliest** under the supervision of the ICLEI Southeast Asia Secretariat in Quezon City, Philippines.
- The contract will have a limited duration for one (1) year, with the possibility of extension.
- Starting monthly salary is between 1,500 USD to 2,000 USD before tax and social insurance fees. The final salary and position will be determined based on the chosen



applicant's years of relevant professional experience. Please note that the appointment may be made at a lower grade based on qualifications and professional experience of the selected applicant.

- Workings hours: 40 per week, 15 days of leave per year.
- Working language: English.
- The contract will be based on Philippine law.
- International and/or local travel may be required; communication with partners around the world may require work outside of normal office hours.
- The Senior Officer reports to the Manager for Zero Emission Development Pathway.

Equal Opportunity and Employment Policy ICLEI Southeast Asia Secretariat's hiring policy is geared to ensure that the organization hires employees without regard to their race, color, religion, national origin, citizenship, age, gender, marital status, socio-economic background or sexual orientation.

ICLEI's policy is that applicants for employment and career progression are considered solely on the basis of their relevant qualifications and competencies. Please note that applications received after the deadline cannot be considered. In order to support the evaluation via interview, shortlisted candidates will be required to undergo a written test relevant to the job content. Kindly note, that applications are reviewed continuously upon arrival, therefore submitting your application as soon as possible is advisable. The ICLEI Southeast Asia Secretariat shall only contact those applicants shortlisted for this position.

Interested candidates are requested to apply on or before **08 December 2025** at 17:00 GMT+8 by sending the following documents through email with subject "**SENIOR PROJECT OFFICER – [LAST NAME, FIRST NAME]**" to iclei-sea@iclei.org. Please send all materials in **one .pdf file**.

- **Cover letter** that demonstrates your experience, qualifications, salary expectation, and why you feel you would be the right choice for this position (max. 4 pages) and other supporting documents and/or certificates all merged into one pdf file of up to 5 MB size.
- **Latest CV**
- **Proposed Starting Date**
- **Portfolio of work samples (writing works, research papers, case studies)**
- **Indication of citizenship (and if non-Malaysian, whether you are holder of a work permit for Malaysia).**

Please use English for all communications. Applicants who do not comply with the instructions will not be considered. Only successful candidates will be contacted. No phone call is entertained. For more information about ICLEI Southeast Asia Secretariat, visit <http://icleiseas.org/>.