

As an international cooperation enterprise for sustainable development with worldwide operations, the German government owned Deutsche Gesellschaft für Internationale Zusammenarbeit (GIZ) GmbH operates on behalf of German Ministries, the governments of other countries and international clients. GIZ has a record of more than 60 years working in Thailand. For a project on “Advancing and Measuring Sustainable Consumption and Production (SCP) for a Low-Carbon Economy in Middle-Income and Newly Industrialized Countries (Advance SCP)” we are currently looking for a Project Assistant.

## **Project Assistant**

Southeast Asian countries have expressed their concern and committed to play a proactive role in addressing climate change through their declarations at the recent UN Conferences on Climate Change. The ASEAN Vision 2020 calls for “a clean and green ASEAN” with fully established mechanisms to ensure the protection of the environment, sustainability of natural resources and high quality of life for the people in the region. Green Public Procurement (GPP) and eco-labeling are important instruments to increase sustainable consumption and production and at the same time contribute directly to reduce GHG emissions. Recently, these instruments have gained more and more importance in the region. Some countries have already started to implement GPP and eco-labeling, yet the levels of implementation are different across the countries because of various factors: lack of GPP supporting policies, legal framework and requirements, public awareness, availability of existing systems such as the use of eco-labeling as a means for development of GPP criteria.

The project will contribute to climate change mitigation by promoting the development or mainstreaming of SCP policy frameworks supportive of low carbon economies, the strengthening and uptake of Sustainability Information Systems and tools to reduce GHG emissions through better informed decisions among consumers. Baselines will be measured and high impact opportunities for GHG reductions in key sectors will be identified, taking into account potential trade-offs, as well as economic and social impacts.

In the Southeast Asian region, being one of the biggest consumers, the governments will activate the creation and strengthening of green and climate-friendly markets through the establishment of specific standards for public procurement, using a huge potential for reducing GHG emissions. Climate friendly eco-labels contribute to a change in production and consumption patterns towards a low-carbon economy. The project is focusing here on the countries Thailand, Malaysia, Indonesia and Philippines.

The project is based in Thailand with regional offices in Malaysia, Indonesia and Philippines.

**Responsibilities** of the project assistant are:

- To support coordination in the preparation and implementation of project related activities with Project Office and related stakeholders
- To collect and compile relevant information to support implementation of project related activities.
- To carry out administrative and logistical work of GIZ office for Project Director and Project Manager
- To carry out other related duties as assigned by the Project Director
- To ensure good communication and flow of information within the project and with the GIZ office

**Qualifications:**

We are looking for a candidate who preferably possesses (the equivalent of):

- Bachelor Degree in any field (environmental and agricultural background has an advantage)
- At least 0-4 years' professional experience in a comparable position
- Good knowledge of MS Office (Word, Excel, PowerPoint)
- Good working skill in English and Thai with writing skill is preferred.
- Some working knowledge of ICT (e.g. digital photography, website, computer network and email)

This will be a fixed-term contract, starting as soon as possible and running until June 2018 with high possibility of extension.

Please submit your application and CV to [chattayada.pattaragulwanit@giz.de](mailto:chattayada.pattaragulwanit@giz.de). The deadline for applications is Friday, February 9, 2018. Only shortlisted candidates will be contacted.

GIZ Office Bangkok

Mrs. Chattayada Pattaragulwanit

193/63 Lake Rajada Office Complex, New Ratchadapisek Road, Klongtoey, Bangkok 10110