

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 our Sector Network Natural Resources and Rural Development Asia and Pacific (SNRD Asia), and Sector Network Transport, Environment, Energy and Water in Asia (TUEWAS) we are currently looking for a Network Manager and Public Relations Officer.

## **Network Manager and Public Relations Officer**

### **SNRD Asia and Pacific**

Sector Network Natural Resources and Rural Development Asia and Pacific or SNRD Asia and Pacific is part of GIZ knowledge management instruments which has been set up to provide a platform for technical staff in Asia-Pacific to learn from one another's experience and promote collaboration beyond project work.

The network connects experts working on green and rural development sectors from all over Asia and Pacific and covers the topics of agriculture, biodiversity, climate change adaptation, green education, marine conservation, forest conservation, and Agenda 2030 for Sustainable Development. Formed into small Working Groups, each pursues certain technical topic and engages in activities or initiatives that are of interest and benefits to the members.

At SNRD Asia and Pacific, members engage with one another through online webinars, trainings, and seminars on various topics organised throughout the year, have access to financial resource to fund their initiatives, and are well connected to the people in the field.

### **TUEWAS**

Sector Network Transport, Environment, Energy, and Water in Asia or TUEWAS is part of GIZ knowledge management instruments which has been set up to provide a platform for technical staff in the Asia-Pacific region to learn from one another's experience and collaborate beyond project work.

Inside the vast network of TUEWAS, there are experts working on the topics of: climate change mitigation, energy efficiency, renewable energy, sustainable industrial areas, urban governance, green education, transport, and water sector, and the Sustainable Development Goals spreading across Asia. Divided into small working groups, each pursues certain technical topic and independently engages in activities or initiatives that are of interest and benefits to the members.

At TUEWAS, members engage with one another through online webinars on various topics, get access to financial resource to fund their initiatives, and are well connected to the people in the field. Because there is much more outside project work, and Sector Network with the likes of TUEWAS can complement your everyday work life.

## **IDA**

IDA is the acronym for 'integrated digital applications'. Using IDA.Communities we can build flexible teams across countries and organisational units, collaborate on files, create team calendars and much more. This 'enterprise social network' enables us to network in a new way throughout GIZ. The technology behind these applications is based on Microsoft Office 365 and Microsoft SharePoint.

## **Responsibilities**

The Network Manager functions as a coordinator of both SNRD Asia and Pacific and TUEWAS. The main tasks of the Network Manager are to maintain the overview of the on-goings in the networks and ensure that the networks can operate smoothly, both in terms of operations, and communication (external, internal). The Network manager is expected to work in cooperation with Office Manager of SNRD Asia and Pacific and TUEWAS responsible for finance and administration.

Specifically, the incumbent shall:

- Maintain close collaboration with SNRD Asia and Pacific and TUEWAS Spokespersons as well as Working Group Speakers and representatives from GIZ Head Office, who, together form a steering structure of each network
- Ensure smooth communication within the networks, namely with members, steering group members, and GIZ Head Office through regular e-mails and the organisation of online and physical meetings
  - Support in the organisation, moderation, and minutes-taking of the bi-monthly online Steering Group meeting, annual face-to-face meeting of steering group, and biennial regional conference
  - Support in the organisation of a Joint Sector Network Conference, which takes place every two years (2020) in close collaboration with external consultants
  - Monitor the activities and prepare an annual report together with the administrative officer to submit to the head office in Germany
- Administer SNRD Asia and Pacific and TUEWAS communities on IDA (community manager IDA) and make sure that all relevant information is intact, updated and knowledge exchange of members via IDA platform are facilitated to encourage active participation.
- Maintain the existing websites of SNRD Asia and Pacific and TUEWAS with up-to-date information, overview of the Working Groups (e.g. technical focus, upcoming activities, knowledge products) and details of member projects. IT support is provided.
- Come up with new communication and PR tools where appropriate to promote the Sector Networks and Working Groups to target audience
- Undertake additional tasks as and when assigned by the Spokespersons

## Qualifications

### Education

- Bachelor or Masters/MSc degree in communication, political science, development studies, or an area that is relevant to achieve the above tasks;

### Work Experience

- A proven track record with at least 3 years of experience in managing, coordinating communication activities and monitoring progress against milestones.
- Having past experience working for development organisations and understanding of development issues are advantageous.

### Language Proficiency

- Excellent written and oral knowledge of English and Thai. Ability to speak German is not mandatory but an asset.
- Ability to communicate effectively orally and in writing, in particular to transform technical rural development topics into easy-understand content

### Other requirements

- Good public relations, interpersonal skills, and a good team player
- Professional and efficient in meeting commitments, observing deadlines, and achieving results despite minimal supervision
- Working knowledge of ITC technologies and computer applications

Duty station: Bangkok, Thailand

This will be a fixed-term contract, starting as soon as possible and running until September 2020 (with possibility of extension).

Please submit your application and CV to [chattayada.pattaragulwanit@giz.de](mailto:chattayada.pattaragulwanit@giz.de). The deadline for applications is September 21, 2018. Only shortlisted candidates will be contacted.

**Together with your cover letter and Curriculum Vitae, please submit an essay of no more than 500 words, covering your answers of the following questions;**

- **In your own words, what is knowledge management and why is it important?**
- **How can an organization benefit from it?**
- **Do PR and communication fit into this context. If so, how? / If not, why?**

GIZ Office Bangkok

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<https://www.youtube.com/channel/UCeyVDmQIGbPvII5Ccob91JQ>

<https://www.youtube.com/user/GIZonlineTV>