

The German government's international cooperation enterprise for sustainable development, Deutsche Gesellschaft für Internationale Zusammenarbeit (GIZ) GmbH, operates world-wide 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 the "Trilateral Cooperation Programme", we are currently looking for a Project Coordinator.

Project Coordinator

Duty Station: Bangkok, with some travel to neighbouring countries

Since 2008, Thailand and Germany started a new chapter of development cooperation called "Thai-German Trilateral Cooperation programme". Thailand and Germany jointly transfer development experiences and technical know-how to support the third partner countries to implement small-scaled trilateral projects in selected sectors i.e. education, rural development and health. The cooperation aims to foster development goals in the region, focusing on Cambodia, Lao PDR, Myanmar, Timor-Leste, Vietnam, and Mongolia through the implementation of small-scaled projects. The goal is to reduce the development gaps between countries in South East Asia through the sharing of expertise and resources from Thailand and Germany. The programme also aims to enhance Thailand's role as provider of development cooperation and to support South-South cooperation focusing on expertise in the region to promote regional capacities, strength and ownership. The programme is co-funded by Thailand International Cooperation Agency (TICA), Ministry of Foreign Affairs and the German Federal Ministry for Economic Cooperation and Development (BMZ).

The Project Coordinator is responsible for the coordination of the overall programme and selected 1-2 small-scaled trilateral cooperation projects. He/she will report to the Programme Manager/Director.

The main tasks of the programme/project coordinator consist of:

- managing and coordinating the programme/project activities in accordance with the goals, objectives and work plan of the overall programme and each individual project
- facilitating capacity building measures for TICA and other implementing agencies in Thailand and in third partner countries with regards to result-oriented procedures and implementation.
- coordinating administrative, knowledge management, PR and communication works of the programme and projects
- carrying out specific research tasks which are required for planning, implementing, monitoring and evaluating programme and projects
- carrying out specific tasks in connection with knowledge management and innovation for the programme and projects
- supporting the programme/project staff in carrying out programme and project activities

Under the general and technical direction by the Programme Manager/Director and in close cooperation with TICA team, the Project Coordinator will support the development, planning and implementation of Programme and Project activities.

At Programme level, the Project Coordinator will support the management and coordination of all activities in accordance with the work plan of the programme, in particular with regard to the following components:

- a) Strengthening of TICA in the development policy-related capacities and other implementing agencies of technical cooperation in Thailand with regards to result-oriented steering and project management.
- b) Development/Assessment of the instruments of trilateral cooperation (organizational structure, identification, selection and management of projects, concepts/methods and monitoring)
- c) Development of a joint definition of objectives and strategy for joint Thai-German technical cooperation activities in the region
- d) Facilitate the implementation of 1 or 2 small-scaled trilateral projects in the target countries (achieving the expected outcome and contributing to their respective countries' development).

At Project level, the following responsibilities are assigned to him/her in particular,

- to cooperate and coordinate with project partners and stakeholders in Thailand and the third partner countries, including project management unit, as well as international and national experts
- to support partners and implementing agencies to contribute to successful implementation of projects/activities
- to ensure effective knowledge management and communication of the projects
- to provide technical support/advice/coaching to the project team members in third partner countries and in Thailand
- to support project team in administrative matters.

Required qualifications, competences and experience

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

- Bachelor/Master Degree in related fields
- At least 6 years' professional experience, with at least 3 years' professional experience in a comparable position
- Experience in international development cooperation, Thailand and Southeast Asian development cooperation, German development cooperation, or regional or south-south cooperation is an advantage
- experience in project management and multi-stakeholder management
- Very good presentation and facilitation skills
- Fluent written and oral skills of Thai and English languages, a knowledge in German is an asset but not required
- Good working knowledge of ITC technologies (related software, phone, fax, email, internet and social network) and computer applications (e.g. MS Office)
- Willingness to travel regularly in the region

This will be a fixed-term contract, starting as soon as possible and running until June 2019 (with potential to extend).

Please submit your application and CV to chattayada.pattaragulwanit@giz.de. The deadline for applications is Friday, September 14, 2018. Only shortlisted candidates will be contacted.

GIZ Office Bangkok

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