

As an international cooperation enterprise for sustainable development with worldwide operations, the German government owned Deutsche Gesellschaft fuer 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. To implement the “Climate Friendly Refrigeration and Air-Conditioning NAMA project” GIZ is looking for a Project Assistant.

Project Assistant

In Thailand, an estimated 20% of greenhouse gas (GHG) emissions result from the refrigeration and cooling sector. With its first Nationally Appropriate Mitigation Action (NAMA) Thailand intends to achieve a substantial GHG reduction in line with its international political commitment by increasing the energy efficiency and the climate friendliness of cooling technologies by introducing natural refrigerants. Contracted by the NAMA Facility, GIZ will support the Thai government in this effort with a large scale project that addresses framework conditions on the political level, technical barriers in the private sector and that works with financial institutions to establish targeted loan schemes.

Responsibilities:

The incumbent is responsible for:

- Daily operational administrative affairs, i.e. liaising with GIZ Office, counterparts, and other stakeholders; communications, travel management, management of enquiries and scheduling of meetings, etc.
- Assisting project staff, consultants, counterpart staff and other stakeholders in meeting their administrative needs which fall under the project's objective.
- Preparing meetings, seminars and workshops and documenting the results as well as arranging workshop equipment and material;
- Providing administrative support to the project, especially translations from Thai into English and vice versa;
- Drafting official letters to counterparts and other stakeholders upon request of the Project Director.

Qualifications:

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

- Bachelor degree in relevant field of work or related studies;
- At least 1 year of professional working experience in a similar position;
- Ability to communicate with and relate easily to both international and national colleagues;
- Good working knowledge of modern telecommunication systems (telephone, fax, e-mail, internet and its software);
- Excellent command of Thai and English in writing and speaking; knowledge of German is an advantage.

This will be a fixed-term contract, starting as soon as possible and running until December 2018. There is a possibility of continuing beyond this date.

Please submit your application and CV to chattayada.pattaragulwanit@giz.de. The deadline for applications is Friday, May 19, 2017. Only shortlisted candidates will be contacted.

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