

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. For an upcoming project on “**German-Thai Climate Change Programme: Agriculture Component**” we are currently looking for a Project Assistant.

Project Assistant

Achieving sustainable development for food security and livelihoods requires the agriculture sector to be more sustainable, inclusive and resilient. In Thailand, GIZ and Rice Department has collaborated in support of sustainable rice production system and rice value chains through capacity building and public-private partnership. For the rice sector to be more resilient, German-Thai Climate Change Programme: Agriculture Component intends to improve the framework conditions for Nationally Determined Contribution (NDC) implementation in Thailand, including support in the development and implementation of a system of Monitoring, Reporting and Verification (MRV) in the rice sector.

In addition to the German-Thai Climate Change Programme, GIZ and Rice Department are also initiating other rice sector support projects in which coordination and collaboration between the two agencies and other relevant stakeholders is needed.

Responsibilities of the project assistant are:

- To support coordination in the preparation and implementation of rice project related activities with the Rice Department and related stakeholders (private and other public agencies).
- To collect and compile relevant information (i.e.: department’s policy and activities, rice farmers database, etc.) to support implementation of rice project related activities in the Rice Department, the Department of Agricultural Extension Department, and Office of Agricultural Economics.
- To carry out administrative and logistical work of GIZ office at Rice Department.
- To monitor and report rice project related activities based at Rice Department or other related departments to GIZ Liaison Officer r on monthly basis.
- To carry out other related duties as assigned by the GIZ Liaison Officer and other authorized personnel.
- To ensure good communication and flow of information within the project/programme, Rice Department and with the GIZ office.

Qualifications:

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

- Bachelor degree in relevant field of work or related studies (environmental and agricultural background has an advantage);
- 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 one-year contract with high possibility of extension.

Please submit your application and CV to 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