

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. Under Thai – German Climate Change Programme, the Climate Change Policy Project is looking for a Project Officer.

Project Officer

The Climate Change Policy Project is the core part of the Thai – German Climate Change Programme. The overall objective of the project is to support national and subnational implementation of Nationally Determined Contributions (NDCs) in Thailand. In the frame of subnational implementation, GIZ also supports Office of Natural Resources and Environmental Policy and Planning (ONEP) to build capacity of subnational partner particularly in provincial government to be able to integrate mitigation and adaptation of climate change into subnational planning. Furthermore, the project also supports relevant agencies which are key stakeholder and have implication on the achievement of subnational implementation.

The project officer will concentrate on the subnational implementation activities. Moreover he/she shall coordinate with ONEP as political partner as well as other key partners such as provincial government, Regional Environmental Office (REO) etc. Hence, the project wishes to hire a Project Officer with the following responsibilities:

Responsibilities:

Technical Support

- Support the development of subnational work plan / strategies and a monitoring system
- Support the development and design of trainings for both capacity building of central government and training for 60 provinces
- Support project team to provide technical input relevant to subnational implementation
- Fully engage in all training provided by project as well as be able to act on behalf of project manager if needed
- Undertake any other duties as required for the effective running of project implementation as well as general programme activities

Coordination and Communication

- Support and coordinate all activity of subnational implementation in close collaboration with ONEP
- Collect and compile relevant information to support implementation of project related activities
- Keep in contact with all relevant stakeholders both national and provincial level
- Coordinate with other projects within cluster to ensure synergy
- Support in developing a communication strategy
- Support in developing communication instruments e.g. presentations, flyer, factsheets as well as contribute to update implementation activities in GIZ Thailand webpage, newsletter etc.

Management and Administrative Support

- Organize and contribute to meetings, conferences, workshops and field trips activities
- Assist in preparing materials and logistic arrangements to ensure the smooth and effectiveness of subnational events including preparation of agenda, invitation management etc.
- Support in preparing terms of reference and contracts for local and international project advisors, as well as payment process

Qualifications:

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

- 3 - 5 years of professional working experience in a similar position, working on climate change related issues
- Master's degree in environment studies, social/political sciences or any other relevant topic
- Experience in working in or with Thai government agencies
- Experience of project management
- Experience of working in an international context
- Experience in the field of communication
- Experience in organising workshops and trainings
- Sound knowledge of climate change both national and international context
- Excellent command of Thai and English in writing and speaking; knowledge of German is an advantage
- Presentation and writing skills
- Ability to work with a team under pressure by ensuring quality output

This will be a fixed-term contract, starting as soon as possible and running until December 2019. 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 Wednesday, Friday, April 20, 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