

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 the GIZ Climate Policy Team we are currently looking for a Project Assistant

Project Assistant

Background

GIZ has worked in Thailand in the field of climate change since 2009 on behalf of the German Federal Ministry for the Environment, Nature Conservation and Nuclear Safety (BMU) and financed through BMU's International Climate Initiative (IKI). The GIZ climate policy team currently supports the Office of Natural Resources and Environmental Policy and Planning (ONEP) to better coordinate the reduction of greenhouse gas emissions in key sectors, build resilience against the impacts of climate change and establish appropriate financing mechanisms for climate action. Our team is hosted by the Climate Change Management and Coordination Division (CCMC) at ONEP and provides support on climate policy development, tailored advice for climate-resilient and low-carbon development and climate finance. A large part of this support is implemented through trainings, workshops, stakeholder engagement processes and cross-sector collaboration as well as by sourcing external experts for technical advice. We also support Thailand's contribution to the regional and global effort to address climate change.

To contribute to a successful implementation of project activities, in particular with regards to a smooth running of the operations and the necessary logistical and administrative procedures, GIZ is currently seeking a project assistant with the following responsibilities:

Responsibilities

The **Project Assistant** will work closely with the team of national and international experts and Thai government partners. He/she will directly support the Senior Office Manager in the following areas of work:

He / She will

- Support daily operational administrative affairs, i.e. liaising with GIZ Office, counterparts, and other stakeholders; filing, supporting procurement and contracting procedures; communications, travel management, management of enquiries, etc.
- Support event management including logistic arrangements for workshops, seminars and meetings, drafting of official letters, printing, registration, arranging workshop equipment and material, etc.
- Assist project staff, consultants, counterpart staff and other stakeholders in meeting their administrative and logistical needs
- Provide other administrative and logistical support as required during the implementation of project activities

Qualifications

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

- Bachelor's degree in a relevant field
- At least 3 years of professional experience in a comparable position
- Good organisational and management skills
- Customer and service-oriented attitude and willingness to work in a international team
- Good working knowledge of MS-Office and other relevant ICT software
- Good communication skills and excellent command of Thai and English in writing and speaking; knowledge of German is an asset.

This will be a fixed-term contract, starting as soon as possible and running until December 2021. As the project is likely to be prolonged, there is a good opportunity to prolong the contract accordingly.

Please submit your application and CV to chattayada.pattaragulwanit@giz.de. The deadline for applications is Friday, 22nd of February 2019. Only shortlisted candidates will be contacted. GIZ Thailand is an equal opportunity employer and actively encourages gender diversity within the company and operations.

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