

The Deutsche Gesellschaft für Internationale Zusammenarbeit (GIZ) GmbH is currently looking for a

Project Assistant / Junior Advisor (m/f)

What we do

The GIZ energy team supports the deployment of clean renewable energy sources in Thailand and Southeast Asia through various projects and activities. In 2018 we started a new initiative that is aiming to bring more innovation to the energy sector, by fostering the cooperation of energy startups with incumbent energy players in the region. New Energy Nexus Southeast Asia (<https://nexusea.co/>) is a smart energy startup support initiative on a mission to accelerate the smart energy startup ecosystem in SEA, aiming to support hundreds of new smart energy startups and transform the energy system in Southeast Asia.

What we are looking for

We are looking for a Project Assistant / Junior Advisor depending on the skills of the applicant. The candidate will contribute plan and implement New Energy Nexus SEA activities; assisting in project management, implementation of events, business development, marketing, communication with partners and documentation. The PA/JA will have the opportunity to learn and shape a lot in this team and a wider alliance of partners. The position is based in Bangkok and we need a communicative person (fluent in Thai and English), ideally with an understanding of the challenges that energy innovation face in Thailand, Indonesia, Philippines or Vietnam. The PA/JA will have enough room to work independently while receiving guidance from the Project Director.

Your tasks and responsibilities

- Coordinate and communicate regularly with key partners / stakeholders / incubators / startups
- Conduct research on energy sector / startups / innovation in Thailand, Philippines, Vietnam, Indonesia, Laos
- Support producing documents (e.g. agendas, presentations, invitations, activities documentations, etc.)
- Support public relation activities e.g. press releases, newsletter, publication, etc.
- Support organizing meetings and workshops with stakeholders
- Support business development of NEXUS SEA through fundraising
- Represent Nexus SEA in networking events
- Ensure proper documentation of Nexus SEA on GIZ file structure
- Support other GIZ Energy team and New Energy Nexus activities as needed

Your qualifications

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

- Bachelor degree in a relevant field;
- Some professional working experience in a similar position;
- Ability to communicate with and relate easily to both international and national colleagues;
- Excellent command of Thai and English in writing and speaking; knowledge of German is an advantage;
- Very good working knowledge of ITC technologies (related software, phone, fax, email, the internet) and computer applications (e.g. MS Office)
- Flexibility, commitment and enthusiasm to working on clean energy issues is expected
- Affinity to the startup sector is a plus
- Ability to work independently while in good coordination with the team
- Proactive and able to work under pressure
- Ability to engage and interact with various stakeholders
- Diplomatic, solution-oriented mindset
- Willingness to upskill as required by the tasks to be performed – corresponding measures are agreed with management

This will be a fixed-term contract, starting as soon as possible for one year, with possible extension beyond this.

Please submit your application and CV to chattayada.pattaragulwanit@giz.de. The deadline for applications is 15 May 2019. Only shortlisted candidates will be contacted.

GIZ Office Bangkok

Mrs. Chattayada Pattaragulwanit

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