

The German government's international cooperation enterprise for sustainable development, Deutsche Gesellschaft für Internationale Zusammenarbeit (GIZ) GmbH, operates world-wide 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. **Natural Resources and Rural Development Asia (SNRD Asia and the Pacific) and Transport, Environment, Energy, Water in Asia (TUEWAS)** are currently looking for 2 Sector Network Interns.

Sector Network Intern

Natural Resources and Rural Development Asia (SNRD Asia and the Pacific) is GIZ internal platform for learning, sharing sector-specific knowledge and networking of likeminded professionals in the field of natural resources and rural development in Asia. Established in the mid-80s, it currently links 58 projects and programmes in over 15 countries across Asia and the Pacific. Of late, SNRD Asia and the Pacific has been moving towards greater collaboration with TUEWAS (Transport, Environment, Energy, and Water in Asia), another network in the region through various joint initiatives.

TUEWAS (Transport, Environment, Energy, Water in Asia) was established in Bonn, Germany in 2002, as a platform for regional professional exchange and cooperation between GIZ experts in Asia and at GIZ head office. Currently, TUEWAS connects over 50 projects and programmes across 16 Asian countries in the field of transport, environment, energy and water.

The work of SNRD Asia and the Pacific, and TUEWAS is governed by a Steering Group while daily operation is run by a joint Secretariat which is located in Bangkok, Thailand.

To give assistance to the Network Manager & the Public Relations Officer and Office Manager, namely in managerial tasks, PR and communication works, and event organisation, we are looking for 2 sector network interns with the following responsibilities:

Responsibilities and Tasks:

- Assist in administrative and managerial tasks in the day-to-day function of the Secretariat.
- Participate in the planning of conference and breakout sessions, and overall organisation e.g. preparing documents, list of participants, hotel registration, tentative agenda, handouts, etc.
- Support the Network Manager & PR Officer to improve existing PR materials, and digital platforms as well as the development of other PR or knowledge products, and reports.
- Keep internal data records up to date and consistent e.g. membership list, project list, and mailing list.
- Work under minimal supervision with the guidance of the Network Manager and the PR Officer, and Office Manager.
- Attend events both inside and outside GIZ together with the team.
- Assist in any other unforeseen tasks that may arise.

Qualifications:

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

- Thai national only
- University degree in social sciences, international relations, development studies, law, or other related fields
- Fluency in English language (written and spoken)
- Knowledge in German is an asset
- Computer literate (Word, Excel, and Outlook)
- IT Knowledge and skills in programming, website development, graphic design, Adobe programmes are advantageous
- Inter-personal skills with the ability to work within a team, under pressure, and handling multiple tasks are desirable

This will be a six-month contract, starting on **1 January 2020 and running until 30 June 2020**. Duty station will be at GIZ Office under the Sector Network in Bangkok, Thailand.

Please submit your cover letter and CV to amornsiri.jiamworanunkul@giz.de and cc: chattayada.pattaragulwanit@giz.de. The deadline for applications is **Friday, 4 October 2019**. Only shortlisted candidates will be contacted. GIZ Thailand is an equal opportunity employer and actively encourages gender diversity within the company and operations.

GIZ Office Bangkok

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<https://www.youtube.com/channel/UCeyVDmQIGbPvII5Ccob91JQ>

<https://www.youtube.com/user/GIZonlineTV>