

Deutsche Gesellschaft für Internationale Zusammenarbeit (GIZ) GmbH is a public enterprise owned by the German Federal Government undertaking development and technical cooperation projects around the world. German development cooperation has been operating in Thailand through GIZ since 1956 when Germany and Thailand signed the Agreement on Development Economic Cooperation. With time, GIZ activity have evolved towards technical cooperation in particular in the field of environment and energy.

The programme “**Clean, Affordable, and Secure Energy for Southeast Asia**” or **CASE** is an international programme funded by German Federal Ministry for Environment, Nature Conservation and Nuclear Safety (BMU) and coordinated by GIZ Thailand. CASE aims to drive change in the power sector in South East Asia (SEA) towards increased ambitions with regards to climate change. CASE focuses on the four SEA countries – Indonesia, Philippines, Thailand and Vietnam – and foresees regional interventions. Composed of a wide range of international and national expert organizations, CASE will develop and propose evidence-based solutions to the energy challenges met by decision makers and build societal support around those solutions. A joint factfinding research approach will be applied, involving expert analysis and dialogue in key energy gaps. CASE will also support coordination in the SEA power sector, provides technical and policy support and facilitate dialogue around a new energy vision. Through these activities, CASE will directly contribute to the transition of the power sector towards an innovative, economically successful and environmentally friendly model for SEA.

The core implementation of the programme will be undertaken at the country level and will be based on a strong partnership and cooperation between a national GIZ project, local expert organizations, and institutional partner. In Thailand, CASE is jointly implemented with the Energy Research Institute (ERI) and the Thai Development Research Institute (TDRI). The institutional partner of the project is the Energy Policy and Planning Office (EPPO). EPPO is an agency under the Ministry of Energy Thailand, responsible for developing and recommending national energy policies and plans, including energy-related measures and energy conservation to ensure well-proportioned, adequate and efficient supply of energy which corresponds with the situation of the country.

GIZ Thailand is currently looking for a **Project Assistant: Partner coordination** who will be supporting the exchange between EPPO and CASE project team (GIZ Thailand, ERI, and TDRI), assure the ownership of EPPO to the project, and ensure that EPPO’s priorities and inputs are well reflected into the project activities. The project assistant will also punctually support EPPO in other tasks and priorities.

Project Assistant: Partner coordination

Responsibilities:

To ensure effective collaboration with the project institutional partner, the **Project Assistant** will be working mainly at the EPPO office. He/she may be requested to report at GIZ office punctually for coordination and alignment with the CASE team. However, this will be flexible depends on the work requirements at that time.

The Project Assistant will implement assigned tasks which are part of the CASE Thailand work plan. The focus will be on coordination and communication activities as the following:

- ensure effective communication between GIZ and the project partner (EPPO)
- liaise closely with the project partner to ensure project activities are well aligned with the partner's requirements/direction
- supports the project partner in implementing its activities which are relevant to CASE (e.g. prepare an official letter, prepare administrative documents etc.)
- supports in data collection in close collaboration with the project partner and other stakeholders
- supports in identifying suitable communication channel for disseminating results/outputs of CASE within EPPO and Ministry of Energy
- supports the GIZ Project Manager in planning, implementation and monitoring of activities and impacts of CASE as requested
- supports in event organization (i.e. workshops, trainings, business trips, etc.)
- supports other activities of EPPO and CASE as needed

The position will be based in Bangkok, Thailand.

Qualifications:

We are looking for a candidate who possesses the following qualification:

- **Education:** Bachelor's degree in engineering (i.e. energy, electrical, mechanical, industrial, environment), political science, public administration, data management, or economics (other degree with relevant practical experience eligible for application)
- **Experience:** Professional work experience in the energy sector of at least 2 year. Direct work experience with the Ministry of Energy Thailand is a strong asset.
- **Knowledge/Skills:** Proven knowledge and understanding of Thai energy sector and relevant stakeholders. Ability to engage and interact with various stakeholders (e.g. government officer, power utilities, private sectors, etc.). Ability to work independently on assigned tasks while maintaining good coordination with other team members.
- **Required skill:** Good skill in data dissemination and visualization e.g. tools for creating infographics and presenting information, etc.
- **Language:** Be able to communicate fluently in Thai and with a good command English (e.g. email communication, letter writing, etc.)

The ideal candidate would be eager to learn and willing to adapt. He / she must have a diplomatic, proactive, solution-oriented mindset and able to work under pressure.

This will be a fixed-term contract, starting as soon as possible and running at least until 31 December 2022 (with possibility of extension).

The deadline for applications is 5 March 2021. Please read carefully and **submit a CV AND a cover letter in English** to chattayada.pattaragulwanit@giz.de. 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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<https://www.youtube.com/channel/UCeyVDmQIGbPvII5Ccob91JQ>
<https://www.youtube.com/user/GIZonlineTV>