

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.

Intern in Training and Capacity Development

The Academy for International Cooperation (AIZ) is GIZs corporate academy. It is the centre of excellence of GIZ for learning and offers annually more than 300 training courses in Germany, Bangkok and abroad. The Academy offers broad range of learning opportunities and specific learning concept that help our participants to develop the competencies they need in their respective field of work in sustainable development and international cooperation. We offer training for all GIZ staff members, partners of GIZ projects and programmes worldwide and other actors in development and international cooperation.

In 2017, GIZ has launched AIZ in Bangkok as the hub for Asia & the Pacific. AIZ Bangkok provides access to high-quality learning services by bringing together know-how from Germany's decades of experiences in international development cooperation, the regional expertise as well as the current global trends. We also support GIZ projects & programme in designing and implementing measures for strategic skills development and learning, to ensure long-term capabilities and sustainable results. Our training and learning platforms focus on essential topics that enable people to make changes – e.g. leadership, management, advisory, communication, methodology and didactic and other sectoral topics. Our learning process focuses on the three aspects that together make up people's competencies - their knowledge, their skills (their actions) and their attitudes. We provide learning space in various format such as face to face, virtual or blended.

Our unit working approach follows the principle of “cooperation & leadership” by fostering co-creation within team and beyond, promoting cooperation in diversity, applying adaptive leadership and always encouraging everyone to experiment and innovate. We are looking for a passionate and experienced learner & enabler to make AIZ Bangkok a stronger learning partner for those shaping better future around the world.

Responsibilities:

Training organization

- Support the team in planning and organizing training measures and capacity development projects (The projects may serve various sectors e.g. climate change, energy, vocational education, urban development and require multi-disciplinary approach by blending the technical/sectoral and process/learning know-how)
- Support the team in developing training materials to be visual, effective and interesting. The materials are in both face to face and virtual format - using GIZ/AIZ meta planning materials for face to face events, and digital tools for virtual format
- Support the team in concluding contract and procurement for experts, trainers, facilitators and resource persons – including any other services providers required
- Act as IT technical support person for virtual training as assigned – this include supporting participants queries on IT and MS Team software, supporting the trainer in materials and training process organization virtually and monitoring the training for any backstopping required
- Accompany the training implementation in face to face or virtual format, support as workshop/training assistant and produce photo document report or any other report required

Training Quality Improvement and New Training Product Development

- Support the team in trainer pools development and maintenance
- Support the team in coordination with head office in Bonn for portfolio check and quality development
- Support the team in researching and studying the trends & network of training expertise to further improve AIZ training offers

Knowledge Management, Communication and PR

- Support in extracting and updating knowledge products e.g. curricular, training plan, manual, training materials for further development and knowledge sharing
- Support the team in strategic communication and public relation activities of the unit
- Keep our communication channel updated with interesting content that would benefit the GIZ community as well as others working in sustainable development

Translation and Secretariate Support

- Support the team in translating documents and communication in between Thai, German and English

Qualifications:

- 3rd or 4th year university students in the areas of German language & literature
- sound understanding and interest in international development, sustainable development, learning & capacity development and training/workshop organization
- excellent command of Thai and English with some basic know-how of German
- experiences with conducting or participating in virtual learning and skills of using the digital tools for on-line exchange platform will be an advantage
- conceptual thinking skills and able to structure and communicate ideas effectively
- excellent management and organisational skills while being flexible & adaptive for our VUCA world
- open-minded and able to work in a multi-cultural and multi-disciplinary approach
- passionate learner, welcome challenges and ready to upskill by the task to be performed

This will be a maximum of 3-month internship, starting as soon as possible. The intern will be exposed to how things work in international cooperation & training academy. They will learn new things everyday via on the job training approach - with challenges that would help them obtaining new skills for their further career prospect.

Please submit your application and CV to norrapat.taratonrattanakul@giz.de. The deadline for applications is Wednesday 30 April 2021. 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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