

As an international cooperation enterprise 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 to provide tailor-made, cost-efficient and effective services for sustainable development. We are looking for a **Bangkok-based intern** to support the **Study and Expert Fund (SFF), COVID 19 measure: “Strengthening Regional Initiatives in ASEAN on COVID-19 Response and other Public Health Emergencies” project.**

**Intern**  
**“Strengthening Regional Initiatives in ASEAN on COVID-19 Response and other Public Health Emergencies” project**

The worldwide COVID-19 outbreak is affecting the public health. While significant progress has been made in preparing for and responding to public health emergencies in the ASEAN region, gaps continue to exist between and within countries in the region.

Targeted and high impact measures are part of the immediate COVID-19 support program of the German Federal Ministry of Economic Cooperation and Development (BMZ). Under this program, the Study and Expert Fund (SFF), COVID 19 measure: “Strengthening Regional Initiatives in ASEAN on COVID-19 Response and other Public Health Emergencies” project, has the objective to strengthen ASEAN regional coordination to respond and recover from COVID-19 and other public health emergencies. The project is commissioned by BMZ and is implemented by GIZ in close collaboration with the ASEAN Secretariat and the ASEAN Member States.

The project complements and builds on the existing mechanisms and regional initiatives in the ASEAN Health Sector Cooperation related to responding to all hazards and emerging threats including public health emergencies and pandemics. Specifically, the project provides support on the following areas:

- (1) Provision of medical supplies and Personal Protective Equipment (PPE) for vulnerable groups in selected COVID-19 hotspot areas in the ASEAN region;
- (2) Contribute to regional coordination work in the implementation of public health emergency preparedness and response initiatives; and,
- (3) Development of project to integrate public health emergency preparedness and response into longer term ASEAN community building efforts.

**Tasks and responsibilities:**

The intern will carry out the following tasks:

- Assist in the preparation of documents and coordination for the procurement of goods and consultancy services in accordance with GIZ process and rules
- Assist in monitoring and updating status of on-going procurement process and consultancy contract under the project
- Assist in the implementation of project activities such as preparing relevant documents/presentations for (online/physical) meetings, trainings, workshops etc.
- Assist in the development of communication materials for the project such as updating project factsheet, drafting news items and translation of documents ENG-TH and ENG vice-versa
- Other relevant tasks assigned by the project team

**Qualifications:**

- Recent graduate in Business Administration, Public Administration, Management, or related field
- Excellent communication and interpersonal skills
- Excellent command of English and Thai language (both written and spoken)
- Excellent command of MS Office package (Word, Excel and PowerPoint) and Microsoft Teams

**Personal attributes and competencies:**

- Self-motivated, flexible and resourceful
- Good organizational skill
- Hands-on mentality and detail-oriented work ethics
- Ability to work independently and in team
- Ability to work under time pressure and meet deadlines with strong attention to consistency, detail, and quality
- Interest and desire to work in a cross-cultural context and environment

Applicants are not required to have professional work experience but are encouraged to list all relevant work experience (if any) in their application, as well as interests, skills and knowledge.

**Duty station and timeframe:**

The intern will be based in Bangkok and will report to the project office located at The Department of Agriculture (DOA), Sitthiporn Building, in the vicinity of Kasetsart University (Bang Khen campus). The intern is expected to start on 1<sup>st</sup> July 2021 and last until December 2021. This position is a remunerated internship.

Please submit a one-page cover letter introducing yourself and expectation and CV to [norrapat.taratonrattanukul@giz.de](mailto:norrapat.taratonrattanukul@giz.de). The deadline for application is 22 June 2021. 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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**More information about GIZ:**

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<https://www.youtube.com/channel/UCeyVDMQIGbPvII5Ccob91JQ>

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