

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.

Project Assistant in Training and Capacity Development

The Academy for International Cooperation (AIZ) is GIZ's 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 a broad range of learning opportunities and specific learning concepts 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 & programmes 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 formats 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 a better future around the world.

Responsibilities

The Project Assistant is responsible for

- supporting AIZ BKK in its planning and overall organization of learning events
- maintaining good communication flow, particularly between the AIZ BKK, trainers, participants, clients
- coordinating AIZ BKK events/training and supporting the events (face-to-face and online) for both technical and administrative matters
- supporting the compilation of reports, presentation, minutes of meeting, photo documentation and other results from AIZ BKK events/training courses
- supporting AIZ BKK in communication and public relation
- ensuring that the general secretariat runs smoothly

The Project Assistant performs the following tasks:

1. Training/Event Management and Organisation (45%)

- Support the team in planning and organizing AIZ training courses. The portfolio covers the following competencies:- GIZ Corporate Knowledge, Communication, Methodology, Management, Leadership, Advisory, Sectoral Topics and Cross-Thematic.
- Coordinate with stakeholders for smooth event preparation and implementation

- Take up the role of workshop facilitator or co-facilitator where required, this includes designing workshop session processes, coordinate with the team for improvement and facilitating some assigned sessions.
- Support Customer Service team in preparing training logistics in both face-to-face and virtual setting such as arranging training rooms and equipment, comminating with participants and trainers as required.
- Act as IT technical support person for virtual training – this includes 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.
- Manage knowledge product of AIZ Bangkok by keeping them organized, updated and user-friendly

2. Support in Strategic Learning Portfolio Development and Project Management (30%)

Support project manager and team in:

- strategic portfolio development including researching and analyzing information on latest learning need within GIZ and in development sector
- planning and organizing specific 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.
- designing, managing, preparing and implementing training courses and capacity development projects in a results-oriented approach and produces results e.g. training concept, offer/proposal, work plan, training plan, promotional/communication materials, training report etc.
- 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.
- Accompanying the training implementation in face to face or virtual format, supporting as workshop/training assistant and produce photo document report or any other report required.
- managing experts, trainers, facilitators, and resource persons – including developing and maintaining pools of expertise and resources.

3. Support in Communication/Public Relations (15%)

- Support the team in strategic communication and public relation activities of the unit
- Support AIZ Bangkok to improve communication matrial and digital platforms
- Support the development and maintenance of information database of AIZ Bangkok as required e.g. hotel and service providers, clients, training portfolio etc.
- Be a focal point to keep our communication channel updated with interesting content that would benefit the GIZ community as well as others working in sustainable development

4. Support in enhancing “Cooperation and Leadership (KuF)” process (10%)

- Communicate and coordinate between AIZ Teams in Bonn and Bangkok as required for Co-Creation process.
- Initiate, design and implement KuF process within the unit and with head office together with the team
- Prepare documents and visualisation in the overall level and for each training portfolio such as visualisation for processes, training mapping, presentations for workshops/meetings.
- Translate documents from AIZ head office in German to English or vice versa

5. Other duties/additional tasks

- Interpret and translate as required
- Perform other duties and tasks at the request of the management

Required qualifications, competences and experience

Qualifications

- University Degree in social sciences, international relations, development studies, law, or other related fields
- sound understanding and interest in international development, sustainable development, learning & capacity development and training/workshop organization
- excellent command of Thai and English and able to communicate effectively (in English and Thai) under different context
- intermediate German language skills

Professional experience

- professional experience in project management, participatory methodology, GIZ event organization and communication/PR is an advantage.

Other knowledge, additional competences

- conceptual thinking skills and able to structure and communicate ideas effectively
- excellent management, communication and organisational skills while being flexible & adaptive for our VUCA world
- good working knowledge and skills of ITC technologies and computer applications such as basic MS office, website development, graphic design, Adobe programmes are advantageous
- experiences with organising/managing/conducting virtual learning events and skills of using the digital tools for on-line exchange platform will be an advantage
- Inter-personal skills with the ability to work within a team, under pressure, and handling multiple tasks
- self-motivated, self-management skills
- 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 fixed-term contract, starting as soon as possible and running until December 2023. There is a high possibility of continuing beyond this date. Quality training and personal development measures are offered to the Project Assistant with challenging opportunities for them to learn new tasks and obtain new skills for their career path in international development.

Please submit your application and CV to chattayada.pattaragulwanit@giz.de. The deadline for applications is Friday 17 September 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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