

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 CAP SEA Knowledge Management Products

Intern (for CAP SEA Knowledge Management Products)

Project Background:

The Deutsche Gesellschaft für Internationale Zusammenarbeit (GIZ) GmbH is an international cooperation enterprise for sustainable development with worldwide operations. Its corporate objective is to improve people's living conditions on a sustainable basis.

The 'Collaborative Action for Single-Use Plastic Prevention in South East Asia' (CAP SEA) is the Export Initiative (ExI) component in South East Asia. The ExI is a global program, funded by the German Ministry for the Environment, Nature Conservation and Nuclear Safety (BMU), with the objective to promote "green" technology and know-how transfer to support sustainable development worldwide. The CAP SEA, as ExI's component, fosters public-private sector partnerships with the aim to prevent Single-Use Plastic (SUP) in line with partner government's plastic waste reduction policies.

More information on the project can be found [here](#).

One of CAP SEA's output is dissemination of lessons and best practices in SUP prevention to relevant institution. Knowledge management and communication is the work package to reach this output. CAP SEA is organising a Dialogue Series on Upstream Policies and Business Cases for SUP Prevention and Deep Dive Workshops on Upstream Policies for SUP Prevention. These knowledge management products are scheduled to start in September 2021 until February 2023 and will be conducted virtually. The Dialogue Series aims to bring together experts and practitioners passionate about increasing circularity in plastics and prevent the proliferation of SUP to share experiences on regulation, standards and business models that foster the utilization of recycled content in packaging applications. And the Deep Dive Workshops aims to support CAP SEA's partners' work with regards to SUP prevention. To ensure smooth planning and organisation, the CAP SEA is therefore recruiting a candidate for an intern position.

Responsibilities and Tasks:

The intern will be responsible in supporting the CAP SEA in-country activities and regional knowledge management of the project.

The intern will experience and be involved in assisting specific tasks such as planning, preparing, and organizing knowledge management events, conducting desktop study, and facilitating dialogue among experts and passionate practitioners.

The specific tasks of the intern include, but are not limited to:

- Support the tasks during the dialogue series, deep dive workshops and other virtual events
- Support general administration on document preparation, slide presentation, invitation distribution, and feedback consolidation on pre- and post-virtual events
- Take meeting notes at the planning meetings and virtual events
- Ensure smooth operation of the IT and interpreter in the preparation of the dialogue series, deep dive workshops, and other virtual events
- Prepare a desktop study on SUP free good practice for the festival in Germany, Europe, Australia, etc.
- Support PR and KM coordinator on some tasks e.g. CAP SEA video

Required qualification, competencies, and experience:

Education

- University student in a bachelor's degree programme in management, communication, business administration or relevant field; recent graduates are also encouraged to apply

Skill and knowledge

- Interest and previous experience in event management, coordination and communication.
- Background knowledge on environment or climate-related topic is an asset
- Excellent command in both spoken and written English is required. In addition, proficiency in German, Bahasa Indonesia, or Bahasa Malaysia is an advantage.
- Good communication, organization and writing skills.
- Excellent command of MS – Office (Excel, PowerPoint, Word, Teams) and online event/meeting management tools.
- Ability to work and adapt in a team.
- Experience in organizing virtual events is an advantage.
- Ability to multi-task.

Duty station and timeframe:

The intern will be based in Bangkok. The internship duration is 6 months. This position is a remunerated internship.

Application:

Please submit your application and CV to norrapat.taratonrattanukul@giz.de. The deadline for applications is 6 October 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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<https://www.youtube.com/channel/UCeyVDmQIGbPvII5Ccob91JQ>

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