

As an international cooperation enterprise for sustainable development with worldwide operations, the government owned Deutsche Gesellschaft für Internationale Zusammenarbeit (GIZ) GmbH operates on behalf of German Ministry of Environment. GIZ has a record of more than 60 years working in Thailand and Malaysia.

For the regional project component “Collaborative Actions for Single-Use Plastic Prevention in South-East Asia (CAP SEA)”, implemented in Thailand, Malaysia and Indonesia, we are currently looking for a Project Assistant for the Malaysia component.

Project Assistant for the Malaysia component

Location: Malaysia

Existing production and consumption patterns in Southeast Asian countries are based on a largely linear raw materials economy in which plastic materials are poorly managed and disposed as waste after a short period of use. The widespread use of single-use plastic (SUP) contributes significantly to the entry into and pollution of water and sea. Low raw material prices, counterproductive incentive systems, a lack of awareness and a lack of alternatives are main reasons for the rapidly growing amount of disposable SUP.

Existing voluntary initiatives by industry, trade and services to reduce and properly collect and recycle packaging materials have been limited in their overall impact. Waste management and the related recycling industry are underperforming to solve the problem. Also, SUP prevention business models, such as product service systems (e.g. Cup-as-a-Service), alternative materials (e.g. sea weed based food container) or product stewardship (e.g. deposit refund system) are often niche products with low potential for upscaling, mainly due to market-failures.

However, experiences from other countries show that for scale effects to work in in SUP prevention, such business models need to be embedded in a conducive regulatory framework. Therefore both, industry initiatives and SUP prevention business models require strategic government support.

Under the authority of the project leader and guided by senior project staff in Malaysia, the project assistant will be responsible for supporting the administration of everyday project affairs, including correspondence, documentation and organizational tasks. She/he will prepare official documents and inquiries and support the organization official project meetings at government level. The project assistant will support the communication and coordination with political partners, governmental organizations and the private sector, Ideally the project assistant can also contribute to the content of selected project activities

Responsibilities:

In a team consisting of the project leader, the heads of the project components and the project team, the project assistant will be responsible for daily operational administrative affairs:

- Assist the liaison with GIZ office, partner institutions and the private sector;
- Assist project staff, consultants and counterpart staff in meeting their administrative needs, e.g. communications, scheduling of meetings, travel arrangements;
- Assist the preparation of stakeholder meetings, workshops and seminars, e.g. coordination, logistics, documentation;

- Draft official documents and inquiries, e.g. agenda, meeting minutes, invitations;
- Research official documents and publications, e.g. laws, regulations or technical papers;
- Compile information about the project, prepare presentations and communication materials and support the implementation of the communication strategy;
- Document management, translations, knowledge management.

We are looking for a candidate who preferably possesses (the equivalent of):

- Bachelor's degree relevant to the responsibilities of this position;
- At least one year of professional working experience in a similar position;
- Attention for detail and hands-on mentality;
- Ability to communicate and relate easily to both national and international colleagues;
- Good working knowledge of modern IT and communication systems;
- Excellent command of Bahasa Malay and English in writing and speaking; knowledge of German, Thai and or Bahasa Indonesia is an advantage;
- Previous experience, e.g., internship in international affairs are a plus;
- Malaysian nationality.

This will be a fixed-term contract, starting as soon as possible and running until March 2023.

As of January 2022, the position may be split between with the new project "Scaling SCP", probably in a 50% CAP SEA, and 50% Scaling SCP. The direct contact person in Malaysia will remain the same. Details are to be defined towards January 2022.

Please submit your application and CV to norrapat.taratonrattanakul@giz.de. The deadline for applications is Friday, 5 November 2021. Only shortlisted candidates will be contacted. GIZ Malaysia is an equal opportunity employer and actively encourages gender diversity within the company and operations.

<https://www.youtube.com/channel/UCeyVDmQIGbPvII5Ccob91JQ>

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