

The German government's international cooperation enterprise for sustainable development, Deutsche Gesellschaft für Internationale Zusammenarbeit (GIZ) GmbH, operates world-wide 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. The "Mainstreaming Sustainable Rice through the Sustainable Rice Platform (SRP)" project is currently looking for Project Assistant.

Project Assistant

Thailand is often referred to as the "Kitchen of the World" as one of the world's leading exporters of food. With a growing global population, the demand for agricultural products is continuously rising, which puts pressure on the limited available land and resources needed for production. The **GIZ Food and Agriculture Cluster** aims to support its partners in sustainably managing existing resources, whilst increasing productivity of crops – particularly rice – across Thailand and the region. Existing projects contribute to the sector through providing technical expertise and methods to strengthen value chains, adapt production methods to climate change, and empower small-scale farmers. These best practices and lessons learned are incorporated into national and international strategies. See <http://www.asean-agrifood.org>.

Project:

The BMZ/developPPP-supported **Mainstreaming Sustainable Rice through the Sustainable Rice Platform (SRP)** project (October 2020 to September 2023) aims to multiply the production of and market demand for sustainable rice globally by 1) establishing processes to mainstream sustainable practices through policy measures, 2) meeting international benchmarks for credible sustainability standards, 3) expanding market penetration, 4) engaging in data-driven reporting on impacts, and 5) working with scaling partners to drive sector transformation.

Position:

We are looking for a Project Assistant who will support the Project Director on effective project management and relationship management with national stakeholders in Thailand.

Responsibilities and Tasks:

In support of the Project Director, the Project Assistant will be responsible for daily operational affairs:

- Assist in the preparation of bi-annual project steering committee meetings
- Support overall project planning, monitoring and reporting activities, e.g., monthly meeting documentation, quarterly project monitoring, bi-annual reporting to the commissioner
- Support the coordination of project mid-term review processes, including implementation of amendments to project plans and monitoring tools resulting from recommendations
- Support the project Office Manager on document preparation in compliance with GIZ administration and finance processes, including for procurement, disbursement, inventory, and asset transfer

Further:

- Support the tracking of the activities of projects in the Thai rice sector, including progress, challenges, and results
- Synthesize information on projects to prepare materials for effective presentation and communication to Rice Department and other stakeholders
- Support cross-cutting and synergistic initiatives of projects to advance sustainability in Thailand's rice sector
- Support the design and organization of activities to strengthen cooperation with partners

Other:

- Assist in the preparation of stakeholder meetings and workshops, e.g., coordination, logistics
- Draft documents and inquiries, e.g., agenda, meeting minutes, invitations
- Research official documents and publications, e.g., policies, regulations, technical papers
- Document management, translation (English and Thai languages), knowledge management

Qualifications:

We are seeking a candidate who possesses (the equivalent of):

- Bachelor's degree in agriculture, economics, international development studies, political science, public policy, sustainability or a related discipline
- Minimum three (3) years of experience in development cooperation, including experience in Southeast Asia with international, public and private sector partners
- Strong communication skills and high level of competence in writing and editing reports and other communications
- Advanced organizational and multi-tasking skills, while maintaining quality of deliverables within deadlines
- Fluency in English and Thai languages is required
- Excellent computer literacy (Microsoft Office, email, internet)

Contract:

This will be a fixed-term contract, starting in May 2022 and running until September 2023.

Duty station will be in GIZ Office at Rice Department, Bangkok, Thailand.

Line of Reporting:

The staff member will report to the GIZ Project Director.

Application:

Please submit your application and CV to chattayada.pattaragulwanit@giz.de. The deadline for applications is 31 March 2022. 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>