

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 the German Ministry of Environment. GIZ has a record of more than 60 years working in Thailand.

For two project components in Thailand, (1) “**Green Cooling Initiative**” and (2) “**Decarbonization of Industry**” (under the Program **TGC-EMC: Thai-German Cooperation on Energy, Mobility, and Climate**), we are currently looking for a Project Assistant.

Project Assistant

The **Green Cooling Initiative (GCI)** is a global project under the International Climate Initiative (IKI) supported by the German Federal Ministry for Environment, Nature Conservation, Nuclear Safety and Consumer Protection (BMUV) with Thailand as one of its 6 partner countries. It supports Thailand in continuing its “**green cooling transformation**”. The green cooling approach refers combining the use of natural refrigerants (instead of conventional, synthetic refrigerants) and increased energy efficiency to reduce the harmful GHG emissions coming from the cooling sector. Activities in the **Thailand component** focus on enhancing end-user uptake of green cooling technologies and establishing a “green cooling community”. As a regional hub for GCI, Thailand will also lead and promote activities that enhance knowledge sharing on green cooling within the region. GCI has **3 main pillars for implementation**:

- **Demonstration** aims at improving access to and availability of information on the technical and economic feasibility of green cooling technologies based on pilot/demonstration projects as well as identifying opportunities to scale up the uptake of these technologies.
- **Sustainability of Trainings** targets at supporting dialogues on the skill advancement of technicians and experts in the cooling sector, ensuring that they are equipped for green cooling technologies and that end-users can rely on them.
- **GCI Network** aims at harnessing knowledge products, expertise, and experience on green cooling and using them to establish and strengthen the green cooling community within the country and the region.

The **Thai-German Cooperation on Energy, Mobility and Climate (TGC-EMC)** is a bilateral program under the International Climate Initiative (IKI) supported by the German Federal Ministry for Environment, Nature Conservation, Nuclear Safety and Consumer Protection (BMUV). The program aims to support the acceleration of Thailand’s energy transition, ensuring compatibility between economic growth and high climate ambitions. A key component of this program “Decarbonization of Industry” will support in enhancing capacity for demand-side management, targeting key public (Ministry of Energy, Ministry of Industry) and private stakeholders in the industry, being the second-largest end-user of energy in Thailand. For the prioritized industrial subsectors, the component aims to develop **comprehensive demand-side management strategies and measures** (energy efficiency, fuel switch, demand flexibilization) as well as **decarbonization roadmaps**. They will be instrumental for facilitating constructive recommendations for policymaking and enhancing investments towards the decarbonization of industry and the technical capacity gaps identified.

Under the authority of the component manager for these two project components in Thailand and guided by senior project staff in Thailand, 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’s official project meetings at the 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 component manager, advisor, and office manager, the project assistant will be responsible for daily operational administrative affairs:

- Assist the liaison with the 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 Thai and English in writing and speaking; knowledge of German is an advantage;
- Previous experience, e.g. internship in international affairs are a plus.

This will be a fixed-term contract, starting as soon as possible and running until July 2023 with the possibility of an extension.

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