

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.

The Secretariat of SNRD Asia and the Pacific (Natural Resources and Rural Development Asia) and TUEWAS (Transport, Environment, Energy, Water in Asia) will organize the Joint Sector Networks Regional Conference with up to 200 participants which is planned to take place during 19-23 September 2022 in Bangkok, Thailand. We are currently looking for an Intern.

Intern

Within GIZ there are several sector networks serving as a platform for the organised exchange of regional and sectoral information and for the facilitation of cooperation between GIZ staff working in the same sectors in GIZ partner countries and at the GIZ Head Office. Sector networks are an important mechanism for quality control and knowledge management. They have the following objectives:

1. to promote joint, supranational learning within the region;
2. to generate additional value for our clients and partners;
3. to facilitate sectoral onboarding for GIZ's sector personnel and partner experts;
4. to stimulate and promote innovation.

The **Sector Network Natural Resources and Rural Development in Asia and the Pacific (SNRD Asia and the Pacific)** connects experts working on green and rural development sectors from all over Asia and the Pacific and covers the topics of agriculture, biodiversity, climate change adaptation, green education, forest and marine conservation, and the Agenda 2030 for Sustainable Development.

The **Sector Network Transport, Environment, Energy, and Water in Asia (TUEWAS)** comprises experts working on the topics of *climate change mitigation, energy efficiency, renewable energy, sustainable industrial areas, green education, transport, water, and the Sustainable Development Goals spreading across Asia.*

Both sector networks have been set up to provide a platform for technical staff in Asia and the Pacific to learn from one another's experience and promote collaboration beyond project work. They operate mainly through various working groups and task forces and use formats such as regional conferences, trainings, virtual meetings and webinars to get together and exchange experiences and lessons learned. They have access to financial resources to fund their initiatives and generate meaningful results.

The work of SNRD Asia and the Pacific, and TUEWAS is governed by a Steering Group while daily operation is run by a joint Secretariat. The **joint SNRD Asia and the Pacific and TUEWAS Secretariat**, located in Bangkok, supports the two sector networks in their administrative processes, organization, member services, PR & Communication, knowledge management, dialog formats as well as financing and monitoring.

Responsibilities:

Main tasks are:

- Support the secretariat team in planning and implementation of the Joint Sector Networks Regional Conference
- Support the secretariat team in overall organisation and logistical tasks e.g. registration of participants, hotel reservation, and travel arrangement etc.
- Support the secretariat team in daily operation during the conference week
- Support the secretariat team in conference documentation and evaluation during and after the conference week
- Support the secretariat team in developing PR and Communication materials
- Support the secretariat team in knowledge management and sector network activities
- Assist in any other unforeseen tasks that may arise.

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

- Thai national only
- Diploma or University degree in relevant fields e.g. social science, business administration, hotel management etc.
- Fluency in English language (written and spoken)
- Inter-personal skills with the ability to work within a team, under pressure, and handling multiple tasks are desirable
- Computer literate (Microsoft 365, Word, Excel, Outlook, MS Teams)
- Digital and IT skills in website and content management, graphic design, Adobe programmes, and web applications are advantageous

The internship duration is from **1 July – 30 November 2022**.

Please submit your application and CV to chattayada.pattaragulwanit@giz.de. The deadline for applications is **Friday, 24 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

Mrs. Chattayada Pattaragulwanit

193/63 Lake Rajada Office Complex, New Ratchadapisek Road, Klongtoey, Bangkok 10110

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

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