

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 “Thai-German Climate Programme - Agriculture Component (TGCP-Agri)” and “Thai Rice Nationally Appropriate Mitigation Action (NAMA)” projects are currently looking for a 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>.

Projects:

GIZ and the Thai Rice Department currently partner on several projects in the rice sector. The BMU-supported **Thai-German Climate Program-Agriculture Component (TGCP-Agri)** (January 2018 – December 2022) aims to support the Thai rice sector to 1) integrate climate mitigation and adaptation in sector strategies and standards, 2) enhancing capacity of agriculture officers and farmers in sustainable rice production, and 3) introducing a measurement, reporting and verification system to demonstrate the impacts of climate-smart rice farming practices. The NAMA Facility-funded **Thai Rice National Appropriate Mitigation Action (Thai Rice NAMA)** project (July 2018 – June 2023) aims to enable a shift to low-emission rice production in Thailand’s central plains by 1) enabling and incentivizing farmers to implement low-emission rice farming, 2) supporting entrepreneurs in providing climate change mitigation services to farmers, and 3) supporting measures promoting low-emission production at the national political level. The partners are also initiating additional rice sector support projects in which coordination between the two agencies and other stakeholders is needed.

Position:

We are looking for a Project Assistant who will support two senior project staff to administer daily operational affairs, toward timely and effective overall project implementation.

Responsibilities and Tasks:

As directed by senior project staff, the Project Assistant will:

- Assist project staff, consultants and counterpart staff in meeting their administrative needs (e.g., scheduling of meetings, communications, travel arrangements)

- Assist in the preparation of stakeholder meetings, workshops, training and field visits (e.g., scheduling, coordination, logistics)
- Draft official documents and inquiries (e.g., agenda, invitations, meeting summaries)
- Research official documents and publications where necessary (e.g., policies, regulations, technical papers)
- Document translation (English and Thai languages)
- Document management and filing in company-provided systems
- Support project monitoring and reporting activities (e.g., monthly metrics)
- Compile information on projects to prepare materials for effective presentation and communication to internal and external parties
- Facilitate knowledge management and continuity of activities (or use of outputs) where possible from closing projects to active projects

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 one (1) year of experience in a similar position
- Ability to communicate effectively and comfortably with national and international colleagues
- High level of competence in writing and editing reports and other communications
- Fluency in English and Thai languages
- Advanced organizational and multi-tasking skills, while maintaining quality within deadlines
- Excellent computer literacy (Microsoft Office, email, internet)
- Experience in development cooperation, including experience in Southeast Asia with international, public and private sector partners, is an advantage

Contract:

This will be a fixed-term contract starting in July 2022 and running until June 2023, with high possibility of extension.

Duty station will be split between two GIZ offices in Bangkok, Thailand located in (1) the Central Business District, and (2) Kasetsart University (where Thai Rice Department is located).

Lines of Reporting:

The Project Assistant will report to the Thai Rice NAMA Project Manager Finance (50%) and GIZ Senior Advisor for Sustainable Rice Policy (50%).

Application:

Please submit your application and CV to chattayada.pattaragulwanit@giz.de. The deadline for applications is Friday, 8 July 2022. Only shortlisted candidates will be contacted. GIZ Thailand is an equal opportunity employer and actively encourages gender diversity within the company and operations.

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