

As an international cooperation enterprise for sustainable development with worldwide operations, the German government owned Deutsche Gesellschaft für Internationale Zusammenarbeit (GIZ) GmbH operates 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.

Within the “**GIZ Agriculture and Food Cluster**” we are currently looking for Communications Assistant.

Communications Assistant

Thailand is often referred to as the “Kitchen of the World” and has successfully become of the world’s leading exporters of food. With a rising population worldwide, the demand for agricultural products is continuously rising, which puts pressure on the limited available agricultural land. The GIZ Food and Agriculture Cluster aims to support its partners in carefully and sustainably managing existing resources, whilst increasing productivity of crops such as rice, coffee, fruits and vegetables 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. The Agri-Climate Risk Finance Project (DKTI), hosting this position, is a regional project in cooperation with ASEAN.

Further information about the Cluster and its activities can be found under the following link:
<http://www.asean-agrifood.org/>

Key duties and responsibilities:

The incumbent shall work closely with a Senior Communications Officer to plan, coordinate, and produce outreach communication materials with a focus on the right key messages and human-interest stories for website, (e-) newsletter, social media platforms, public forum, special events, ongoing initiatives, etc.; to ensure continuous and consistent efforts for enhancing profile and visibility, in line with the Agriculture and Food Cluster, the Agri-Climate Risk Finance Project (DKTI) and GIZ Thailand Strategy.

Tasks:

The incumbent shall

- support content dissemination in Thai and English of projects and activities under the Agriculture and Food Cluster
- provide documentation support in key workshops, conferences, meetings and other relevant events
- assist in liaising with external audiences including policy makers, academia, media outlets
- maintain photo, videos, graphic, and communication material archives;
- support livestreaming/live tweeting at major events;
- monitor accounts for questions and comments daily and respond accordingly, involving project colleagues where necessary;
- provide analytics including monitoring, evaluation and assessment on the cluster's social media social media tools and platforms using Search Engine Optimization (SEO) and adjust accordingly to improve efficacy; Tasks and responsibilities

Your tasks can include the following:

- liaise and maintain good communication with project partners and consultants from the public, private and academic sector, as well as regional and international institutions
- prepare, write and share articles and communications products about project activities and best practices in both English and Thai
- develop further creative ideas for awareness raising and communication activities and support their implementation
- develop concepts for online and in-person meetings, workshops, events and/or trainings
- organize and take part in off- and online events, including contact with speakers, participant management and documentation
- contribute to the monitoring and reporting processes of the project
- coordinate with the GIZ PR focal point on sharing news, articles and other PR material related to the project
- In addition, your written bilingual skills will occasionally be needed for drafting letters and for translating texts, such as invitations or articles.

Qualifications:

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

- University degree in communications, social sciences, or other related fields.
- At least 1 – 2 years of relevant professional experience, or a new graduate is welcome
- Ability to travel and work independently in an international multi- cultural environment

- Ability to communicate effectively orally and in writing in Thai and English. Good knowledge of German language is an asset;
- Working knowledge of ICT, computer applications (Word, Excel, Power Point and Outlook) and knowledge of social media is a plus;
- Willingness to upskill as required by the tasks to be performed – corresponding measures are agreed with management;
- International development experience and understanding of development issues is an asset;
- Excellent interpersonal skills with likable personalities, initiative, and creative;
- Team player with ability to take challenges, pressure and deadline with a positive attitude.
- Good language skills in both English and Thai, orally and in writing.

This will be a fixed-term contract, starting in November 2022 and running until December 2023 (with high possibility of extension).

Please submit your application and CV to chattayada.pattaragulwanit@giz.de. The deadline for applications is Friday, September 30, 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 Thailand

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<https://www.giz.de/en/html/index.html>

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

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