

Deutsche Gesellschaft für Internationale Zusammenarbeit (GIZ) GmbH is a service enterprise for development cooperation with international operations and global experience. Owned by the Federal Republic of Germany, the organization operates as a private-sector enterprise with a development policy mandate to make sustainable improvements to the living conditions of people in the countries we operate in. GIZ has a record of more than 60 years working experience in Thailand.

GIZ was commissioned by the Federal Ministry of Economic Cooperation and Development (BMZ) Germany to implement the project Strengthening Regional SME Support Structures in ASEAN II (SME Promotion in ASEAN II) from 2022-2025. The project has the objective to improve the usage of support structures for cross-border business activities among small and medium-sized enterprises in the ASEAN region. The main implementing partner of the project is the Enterprise and Stakeholders Engagement Division (ESED), ASEAN Secretariat.

Although ASEAN has made progress in market access and internationalisation of businesses, some AMS are experiencing challenges in designing appropriate support strategies and instruments for cross border trade. Acknowledging the importance of SMEs as the backbone of ASEAN economies, the AEC Blueprint 2025 and the corresponding ASEAN Strategic Action Plan for SME Development 2016 – 2025 (SAP SMED 2025) and its Mid-Term Review, as well as the ASEAN Comprehensive Recovery Framework (ACRF) put a special emphasis on promoting micro, small and medium enterprises (MSMEs). The SAP SMED 2025 outlines key initiatives and deliverables to raise the level of competitiveness and resilience of SMEs, as well as to enable them to reap the benefits arising from regional economic integration in ASEAN.

Junior Advisor for SME Promotion in ASEAN II

To support the implementation of this project, GIZ is recruiting a **Junior Advisor**.

The Junior Advisor will focus on the implementation of project activities in Thailand to support the regional component of the project and work in close cooperation with the Office of SMEs Promotion (OSMEP, Thailand) the lead executing public partner in Thailand.

To achieve the project objectives, the **Junior Advisor is responsible for the following tasks:**

- Support the implementation of activities in close cooperation with management and the rest of the team
- Support in developing and maintaining a network of relevant partners in Thailand; particularly cooperate and coordinate with relevant governmental bodies, ministries and agencies, private stakeholder representatives and alliances, other relevant GIZ programmes, other development

agencies, but also with other public, non-governmental, development and private organizations in Thailand, Germany and on the international level

- Support in cooperation with the manager of ASEAN Access and national focal points in selected ASEAN Member States (AMS)
- Support in the organization of online/offline events under the ASEAN Access platform
- Assist in the monitoring and checking of Key Performance Indicators (KPI) of selected AMS
- Support in the quality control of ASEAN Access functions and services (verification of service providers, coordination with project staff in other ASEAN member states)
- Support on social media management (or other communication materials as needed)
- Coordination and regular support to project partners in selected AMS
- Support the monitoring and evaluation of the project, including documentation, data, etc.
- Perform other project related tasks as assigned by the Component Leader
- Support the contract/procurement processes for relevant project activities and support in drafting TORs, develop contracts and supervise contractor(s) implementation
- Liaise with other GIZ projects or partners in Thailand as needed

Required qualifications, competences and experience

Education and technical understanding:

- University degree in business administration, economics, marketing, computer science, international trade, or related fields
- Minimum experience of at least 2 years in the field of project management or works, business development, or related areas. Other practical experiences will be considered also
- Experience in managing front and backend systems for webpages, web portals, intranets, etc.
- Prior experience working in the business support field and/or international trade would be an advantage
- Prior experience in working in cooperation with the public sector or private-public partnerships is an advantage
- Experience of organizing events and meetings, in particular B2B matchmaking is an advantage

- Good management, intercultural and organizational skills
- Fluent in Thai and good command of English
- Proficient computer skills (Microsoft Office: Word, Excel, Teams, etc.) and their use in reporting; skills in data management and analysis in Excel an advantage
- Excellent interpersonal skills, partnership dialogue, coordination and negotiation; good speaking skills, in particular in front of both groups or at public meetings;
- Self-motivated and can work independently with minimal supervision;
- Good practices of intercultural communication and ability to work in an interdisciplinary environment;

The ideal candidate should have a keen interest and enthusiasm for supporting and scaling up SMEs within the region and must have the ability to engage and interact with various stakeholders and able to work under pressure.

He/ She will be a team player and capable to work autonomously, open minded and enjoy working in dynamic multicultural environment.

This will be a fixed-term contract starting as soon as possible and running at **least until December 2023**. The contract will be extendable upon good performance. GIZ offers an ambitious, challenging and exciting international work environment. The work location is in Bangkok, Thailand.

Please read carefully the job description before applying and include a **MOTIVATION/ COVER LETTER** with your CV **explaining why you are a good fit for the job, what you will bring to GIZ and the project and why you are motivated to work with GIZ on the project**. Only applications with letters will be considered.

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