

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. As part of the Programme TGC-EMC: Thai-German Cooperation on Energy, Mobility, and Climate, we are currently looking for a **Junior Advisor** for the Thai Climate Initiative (ThaiCI) component.

### **Junior Advisor**

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 Economic Affairs and Climate Action (BMWK). The programme aims to support Thailand's efforts to reach carbon neutrality through the energy, transport, industry, and climate finance. A key component of this programme, called the Thai Climate Initiative (ThaiCI), looks into the transition and restructuring of existing public fund to support the implementation of climate mitigation and adaptation actions.

The ThaiCI component works primarily with the Environment Fund, under the Office of Natural Resources and Environmental Policy and Planning (ONEP), with the aim to establish a grant-based climate specific funding scheme to accelerate climate actions. The scope of ThaiCI component includes providing technical support to stakeholders – not only the Environment Fund personnel but also potential grant recipients – to ensure the success and sustainability of the ThaiCI scheme as well as financial support through Environment Fund's grant-based mechanism to promote climate actions.

### **Responsibilities:**

#### ***Technical Support***

- Assists the overall project planning, implementation, and monitoring of activities under the ThaiCI component
- Supports the development of M&E system and reporting project progress/results as well as internal project monitoring milestones
- Contributes to the preparation and implementation of consultation and advisory processes such as preparation of TORs of advisory contracts, monitoring contract implementation
- Supports the preparation of stakeholder meetings, both in terms of organization and content preparation, as well as the facilitation of the workshops/meetings
- Carries out specific research tasks on related topics and in connection with knowledge management

#### ***Project Coordination and Administrative Support***

- Carries out daily administrative affairs e.g., drafting correspondence and official letters, taking minutes, translating documents from Thai into English and vice versa, scheduling meetings, etc.

- Prepares materials and logistical arrangements to ensure the smooth execution events and other project activities such as registration,
- Prepare presentation slides, documents and execute trainings, workshops, meetings and other project activities together with partner institutions
- Support the coordination among different components for relevant official processes such as program steering committee meeting etc.

### **Communication and Visibility**

- Support PR-related work and assist in developing and distributing the PR materials
- Support coordination with other GIZ projects in Thailand and the region as well as initiatives of other implementing agencies or donors working in a similar field to foster synergies and collaboration

### **Qualification:**

- Bachelor's degree in relevant field – environmental economic, environment management, social science, or other related fields
- 1 – 2 years professional working experience in a similar position or related field
- Working experience with national and international organisations and/or ministries
- Fluent command of written and spoken English
- Good communication, presentation, and writing skills
- Very good working knowledge of ITC technologies (related software, phone, fax, email, the internet) and computer applications (e.g. MS Office)
- Willingness to travel in accordance with project requirements
- Proactive and positive attitude and ability to self-motivate

### **Duty station and timeframe:**

The position will be based in Bangkok and will report to the GIZ's Project Office.

This will be a fixed-term contract, starting as soon as possible and running until 31 December 2027.

Please carefully read the ad and **submit a CV AND a cover letter in English** to [chattayada.pattaraqulwanit@giz.de](mailto:chattayada.pattaraqulwanit@giz.de) and [aroonratt.soontonbura@giz.de](mailto:aroonratt.soontonbura@giz.de)

The **deadline for application is 28 February 2023**. 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  
193/63 Lake Rajada Office Complex, New Ratchadapisek Road, Klongtoey, Bangkok 10110

**More information about GIZ:**

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

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

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