

Owned by the German Government, the Deutsche Gesellschaft für Internationale Zusammenarbeit (GIZ) provides services in the field of international cooperation for sustainable development. GIZ works on behalf of public and private sector clients in both Germany and overseas. In Thailand, GIZ has a record of more than 60 years and numerous projects have been implemented over time. The main focuses of GIZ Thailand at the present are climate change, private sector cooperation and the AIZ training hub.

The project “Integrated Urban Climate Action for Low-Carbon and Resilient Cities” (Urban-Act) – a regional project funded by the International Climate Initiative (IKI) of the German Federal Ministry for Economic Affairs and Climate Action (BMWK) – aims to support a transformation towards low-carbon and resilient urban development as well as contribute to the implementation of national NDCs and the Agenda 2030. The Urban-Act project is implemented in 5 countries namely Indonesia, India, Philippines, Thailand, and China. The project will also work closely with international consortium partners UNESCAP, United Cities and Local Governments Asia-Pacific (UCLG ASPAC), the Technical University Dortmund and the University of Stuttgart, as well as national consortium partners in each of the 5 partner countries.

Urban-Act focuses on 4 outputs as follows:

1. Improved institutional environment for climate-sensitive urban development
2. Evidence-based and inclusive climate-sensitive spatial and urban planning
3. Project concepts for urban climate action investments identified
4. Enhanced knowledge through regional networking, exchange, and learning

Currently, we are looking for a Junior Advisor to **support project activities** with the following responsibilities:

Junior Advisor

Responsibilities:

In close cooperation with the project director and the Urban-Act Thailand team members, the incumbent will be responsible as follows:

- ***Project Implementation support***

- Support and assist in the overall project planning and implementation of the Urban-Act Thailand component.
- Support the development of a project monitoring and evaluation system and reporting project progress and results.
- Support the design, preparation, and implementation of workshops, stakeholder meetings, trainings, seminars, and other events on issues connected with the project’s area of activity.
- Contribute to the preparation, coordination and management of consulting and advisory contracts including the development of Terms of References (TOR) and the timely implementation and monitoring of contracts with external experts.

- Prepare official documents and inquiries, e.g., agenda, meeting minutes, invitations.
 - Perform other duties and tasks at the request of management within the project's scope, e.g., technical engagement with stakeholders to some extent.
 - Carry out specific research tasks on related topics and in connection with knowledge management.
- **Project Coordination and Administrative support**
 - Carry out regular administrative affairs e.g., drafting correspondence and official letters, taking minutes, scheduling meetings, and when necessary, translating documents from Thai into English and vice versa, etc.
 - Prepare materials and logistical arrangements to ensure the smooth execution of events and other project activities.
 - Prepare presentation slides, documents and contribute to executing trainings, workshops, meetings and other project activities together with the partner institutions.
 - Support the coordination of relevant official processes such as steering committee meeting, etc.
 - Support coordination with other Urban-Act countries as well as other relevant projects in Thailand to foster synergies and collaboration.

Qualifications:

- Thai nationality only
- Bachelor or master's degree in the area of urban development, climate change, environmental management, economics, political science, international development or a related field
- 1-2 years of professional work experience in a similar position and/or related field (ideally related to climate change, environmental management, urban development, sustainable development, etc.)
- Working experience with national and international organisations and/or ministries is an advantage
- Fluent command of written and spoken English and Thai
- Very good presentation and communication skills
- Proactive and positive attitude and ability to self-motivate
- Interest and ability to work in a cross-cultural context and team
- Very good working knowledge of ICT (related software, phone, email, internet) and computer applications (e.g., MS Office)
- Proactive and positive attitude and ability to self-motivate
- Strong working capacity, autonomy, flexibility, organisation, responsiveness
- Readiness to travel within Thailand, subject to project requirements

This will be a fixed-term contract, starting as soon as possible and running until 30 September 2026.

Please carefully read the ad and **submit a CV AND a cover letter in English** to aronratt.soontonbura@giz.de
The deadline for applications is Friday, 9 June 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 Thailand

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