

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. For our regional platforms on “Sector Network Natural Resources and Rural Development in Asia and the Pacific and Sector Network Transport, Environment, Energy, and Water in Asia” we are currently looking for a:

### **Sector Network & Communication Officer**

Within GIZ there are several sector networks serving as a platform for the organised exchange of regional and sectoral information and for the facilitation of cooperation between GIZ staff working in the same sectors in GIZ partner countries and at the GIZ Head Office. Sector networks are an important mechanism for quality control and knowledge management. They have the following objectives:

1. to promote joint, supranational learning within the region;
2. to generate additional value for our clients and partners;
3. to facilitate sectoral onboarding for GIZ’s sector personnel and partner experts;
4. to stimulate and promote innovation.

The **Sector Network Natural Resources and Rural Development in Asia and the Pacific (SNRD Asia and the Pacific)** connects experts working on green and rural development sectors from all over Asia and the Pacific and covers the topics of agriculture, biodiversity, climate change adaptation, green education, forest and marine conservation, and the Agenda 2030 for Sustainable Development.

The **Sector Network Transport, Environment, Energy, and Water in Asia (TUEWAS)** comprises experts working on the topics of climate change mitigation, energy efficiency, renewable energy, sustainable industrial areas, green education, transport, water, and the Sustainable Development Goals spreading across Asia.

Both sector networks have been set up to provide a platform for technical staff in Asia and the Pacific to learn from one another’s experience and promote collaboration beyond project work. They operate mainly through various working groups and task forces and use formats such as regional conferences, trainings, virtual meetings and webinars to get together and exchange experiences and lessons learned. They have access to financial resources to fund their initiatives and generate meaningful results.

The **joint SNRD Asia and the Pacific and TUEWAS Secretariat**, located in Bangkok, supports the two sector networks in their administrative processes, organization, member services, PR & Communication, knowledge management, dialog formats as well as financing and monitoring.

### **Responsibilities**

The Sector Network and Communication Officer is a member of the joint SNRD Asia and the Pacific and the TUEWAS Secretariat and supports both the SNRD Asia and the Pacific and the TUEWAS sector networks. The main task of the Sector Network and Communication Officer is to provide communications support both in terms of operations and administration to ensure that the networks can operate smoothly. The Sector Network and Communication Officer is expected to work in close cooperation with the Sector Network Manager at SNRD Asia

and the Pacific and TUEWAS Secretariat in coordinating and facilitating exchange among sector network members and managing responsibilities of the joint SNRD Asia and the Pacific and TUEWAS secretariat.

Specifically, the incumbent shall:

- Maintain close collaboration with SNRD Asia and the Pacific and TUEWAS Spokespersons as well as the Sector Network Manager, Working Group Speakers and representatives from Head Office, who, together, form a steering structure of each network
- Logistical support to organise virtual and physical meetings, workshops and events, including
  - support in the organisation and moderation of a Joint Sector Network Conference, which takes place every two years
  - Support in the organisation, moderation, and minutes-taking of the bi-monthly online Steering Group meeting, annual meetings, and biennial regional conference
  - Support coordination of exchange and joint activities with other GIZ Sector Networks
  - Support facilitation of knowledge exchange among members via internal online platforms
- Support the Sector Network manager in preparing and editing communication materials
- Manage and maintain Sector Network's communication tools and channels, including website maintenance, Newsletter compilation, and support the development of presentations etc. IT support is provided
- Support the Network manager in maintaining and updating of the sector networks' database (MS Tools).
- Support in maintaining the internal knowledge management and documentation
- Support the development of Sector Network's operational planning and strategy processes
- Undertake additional tasks as and when assigned by the Spokespersons

### **Qualifications**

- Thai nationality only
- Bachelor's degree in administration, communication or an area that is relevant to achieve the above tasks
- At least 3 years of professional experience with international, multi-cultural, and multistakeholder coordination.
- Excellent English both in writing, reading, and speaking skills. Ability to understand German is not mandatory but an asset.
- Experience working for a development organization is advantageous.
- Ability to adapt to an agile and strongly virtual working environment.
- Good communication and interpersonal skills, high team-orientation and motivation
- Ability to create visual communication, edit images, visual graphics, or presentations for SN communication products
- Professional and efficient in meeting commitments, observing deadlines, and achieving results in a self-dependent and self-organized manner
- Proficiency to work with common ITC technologies and computer applications, particularly Microsoft 365.

Duty station: Bangkok, Thailand

This will be a fixed-term contract, starting as soon as possible with a 3-month probationary period and running until 31 July 2024 (with possibility of extension).

Please carefully read the ad and **submit a CV AND a cover letter in English** to [aronratt.soontonbura@giz.de](mailto:aronratt.soontonbura@giz.de)  
The deadline for applications is Friday, 2 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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Reference information:

<https://tuewas-asia.org/>

<https://snrd-asia.org/>

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

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

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