

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.

Project Coordinator in Training and Capacity Development

The Academy for International Cooperation (AIZ) is GIZs corporate academy. It is the centre of excellence of GIZ for learning and offers annually more than 300 training courses in Germany, Bangkok and abroad. The Academy offers broad range of learning opportunities and specific learning concept that help our participants to develop the competencies they need in their respective field of work in sustainable development and international cooperation. We offer training for all GIZ staff members, partners of GIZ projects and programmes worldwide and other actors in development and international cooperation.

In 2017, GIZ has launched AIZ in Bangkok as the hub for Asia & the Pacific. AIZ Bangkok provides access to high-quality learning services by bringing together know-how from Germany's decades of experiences in international development cooperation, the regional expertise as well as the current global trends. We also support GIZ projects & programme in designing and implementing measures for strategic skills development and learning, to ensure long-term capabilities and sustainable results. Our training and learning platforms focus on essential topics that enable people to make changes – e.g. leadership, management, advisory, communication, methodology and didactic and other sectoral topics. Our learning process focuses on the three aspects that together make up people's competencies - their knowledge, their skills (their actions) and their attitudes. We provide learning space in various format such as face to face, virtual or blended.

Our unit working approach follows the principle of “cooperation & leadership” by fostering co-creation within team and beyond, promoting cooperation in diversity, applying adaptive leadership and always encouraging everyone to experiment and innovate. We are looking for a passionate and experienced learner & enabler to make AIZ Bangkok a stronger learning partner for those shaping better future around the world.

Responsibilities:

1. Portfolio & Product Management

- manage the assigned training measures/products and capacity development projects under the project, commission, and cooperation management portfolio in accordance with AIZ Bangkok strategy, order/objectives agreed with the clients and team agreement in close consultation with product managers. The projects may serve various sectors e.g. climate change, energy, vocational education, urban development and require multi-disciplinary approach by blending the technical/sectoral and process/learning know-how
- manage experts, trainers, facilitators and resource persons – including developing and maintaining pools of expertise and resources
- design, manage, prepare and implement training products and capacity development projects in a results-oriented approach and produces results e.g. training/learning concept, offer/proposal, work plan, training plan, trainer contract, training report etc.
- calculate training fees/budget, monitor the budget and results in consultation with product managers

- promote training courses/products, monitors course registration and makes decision for course organization according to the unit guidelines

2. Advisory Services and Facilitation

- support the team in providing professional advice on learning didactic, process and methodology toward effective capacity development measures that support our stakeholders/clients goal – this include GIZ colleagues, consultants, prospective training participants
- design and facilitate training courses or workshops in both face to face and virtual form as required – especially ones under their responsible training themes/projects

3. Training Quality Improvement and New Training Product Development

- assure the quality improvement of the training themes/projects under their responsibility e.g. work as facilitator/co-trainer to better advice and improve the quality, comment/feedback on improvement with trainer/expert and clients, observe and follow up on the training results and improvement measures
- actively study the trends, build up network of training expertise, experiment new ideas & innovation and expand pools of trainers/consultants to further improve AIZ learning/capacity development offers within their responsible training themes/projects
- extract and keep knowledge products e.g. curricular, training plan, manual, training materials for further development and knowledge sharing

4. Knowledge Management and Communication

- integrate results and experience from own products/projects into teamwork and the work of all relevant groups and supporting further development of AIZ Bangkok through strategic development and innovative projects
- prepare information on products/projects and provide related materials for communication and PR purpose
- perform other duties and initiate new actions for team results following adaptive leadership principles
- Liaise with international colleagues and consultants for meetings and consultation sessions

5. Other duties/additional tasks

- performs other duties and tasks at the request of the deputy project director and product managers

Qualifications:

Educational background

- Thai nationality only.
- degree in an area related to social science, organizational development, public administration, development studies or other related fields.

Professional experience

- 3 years' professional experience in project management and project implementation, capacity development, organizational development and/or sustainable development, at least 1 years' experience in a comparable position.

- 2 years of experiences in developing and managing training & capacity development measures in sustainable development and international cooperation context
- Experiences in designing and implementing corporate learning is a plus

Other knowledge, additional competences

- sound understanding and experience in international development, results-oriented management, organizational capacity development and didactic & methodology in training/workshop setting
- applying multi-disciplinary approach in their work and believing that the process (how) is as essential as the technical know-how (what) for achieving sustainable results
- conceptual thinking skills and able to structure and communicate ideas effectively
- excellent management and organisational skills while being flexible & adaptive for our VUCA world
- a team player who works well in multi-cultural environment
- strong people and facilitation skills
- passionate learner, welcome challenges and ready to upskill by the task to be performed
- self-motivated, quick learner, excellent self-management skills and able to work well under pressure
- excellent command of Thai & English and able to communicate effectively under different contexts
- effective report writing skills in Thai and English
- experience in conducting virtual learning with practical skills of using the tools for virtual/on-line learning e.g. Microsoft Teams and others latest technology
- good working knowledge of ITC technologies and computer applications (MS Office)

This will be a fixed-term contract, starting as soon as possible and running until December 2025. There is a high possibility of continuing beyond this date. Quality training and personal development measures are offered to the Project Coordinator with challenging opportunities for them to learn new tasks and obtain new skills for their career path in international development.

Please submit your application and CV to aronratt.soontonbura@giz.de. The deadline for applications is Friday **31 August 2023**. Only shortlisted candidates will be contacted. GIZ Thailand is an equal opportunity employer and actively encourages gender diversity within the company and operations.

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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>