

As an international cooperation enterprise for sustainable development with worldwide operations, the government owned Deutsche Gesellschaft fuer 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 **Project Coordinator** for the Thai Climate Initiative (ThaiCI) component.

Project Coordinator

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:

A. Project Coordination and Management Support

- Support the project manager and partner institution(s) to develop work plans and implementation strategies for the project in order to fulfil the common objective(s) as identified in the project's outcome and outputs.
- Independently plan and manage project activities under relevant work packages in accordance with the project's outcome and outputs.
- Estimate budget and monitors expenses for related project activities in consultation with the project director and relevant finance officer(s).
- Monitor and document project progress and activities in close consultation with relevant counterparts.
- Regularly update the project director on relevant project progress and seek advice as needed to ensure high-quality, effective and timely execution of project activities
- Brief the project director and team about key developments of climate change discussions in Thailand, in the region and internationally.
- Act as a focal point for communication with partner agencies in assigned topics.

- Communicate and coordinate with relevant stakeholders to ensure effective and timely execution of project activities.
- Communicate and coordinate with other projects and relevant working groups, clusters and other network mechanisms within GIZ to ensure synergies and harmonized approaches in delivery of services.
- Contribute to a well-functioning teamwork and learning within the team.

B. Professional advisory services

- Provide technical advice and supports capacity development within partner institution(s) on setting up a grant-based mechanism to promote climate actions, project monitoring and evaluation frameworks, and sustainability and scalability of climate funding line.
- Propose strategic approaches and recommendations to address gaps and needs of partner institution(s) to fulfil the common objective(s) as identified in the project's outcome and outputs.
- Support partner institution(s) in identifying needs for external support and advice.
- Formulate terms of reference, as well as select and supervise third party consultant(s) in the course of carrying out project activities.
- Provide technical and related guidance to third party consultant(s) to ensure effective and timely delivery of high-quality services to partner institution(s)
- Design, prepare and organize workshops, seminars and other events on issues related to the project/programme's outputs and work packages.
- Identify opportunities and support the project manager to develop new businesses for different climate finance sources (IKI, GCF, and other donors), involving various national partners, as appropriate.

C. Communication and Visibility

- Develop collaborative relationships with national partners, including relevant agencies and line ministries, academia, civil society organizations, and other relevant national and international organizations.
- Liaise with partners and consultants to develop relevant communication materials, including newsletters, website contents and other outreach activities.
- Help coordinate the cooperation of the project with other national, regional and international programmes/projects.
- Represent the project and GIZ in national and international events.

D. Knowledge Management

- Ensure proper documentation of project information to promote knowledge transfer e.g. through DMS and related tools
- Develop ready-to-use strategies and technical concepts, including guidelines, manuals and procedures.
- Draw up reports and presentation documents.

- Formulate appropriate input for various reports including annual reports, and contributes to other reports required by the project director and GIZ Head Office
- Assist with research activities and studies which benefit the project.

Qualification:

- University degree in preferable master's degree in relevant field of work or studies – environmental economic, environment management, social science, or other related fields
- 3 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
- Very good 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 quickly develop an understanding of policies and technical matters relevant to the project; previous knowledge is an advantage.
- Willingness to travel in accordance with project requirements.
- Ability to work under time pressure by ensuring quality outputs and meeting deadlines.
- Proactive and positive attitude and ability to self-motivate.

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

Duty station

The position will be based in the project office in Bangkok.

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 30 November 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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More information about GIZ:

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

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

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