

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 Officer** for the Thai Climate Initiative (ThaiCI) component.

Project Officer

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 development of 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.
- Supports the monitoring and documentation of project progress and activities in close consultation with relevant counterparts, reviews reports, and identifies bottlenecks.
- Plans and manages project activities under relevant work packages, as assigned and in accordance with the project's outcome and outputs.
- Prepares of TORs of consultancy contract, as well as monitoring, quality management of project implementation
- Prepares, executes, and documents trainings, workshops, meetings, and other project activities together with Component leader and partner institutions.
- Provides research support as requested in order to support and/or enhance technical advice for partner institutions and stakeholders.
- Liaises with partners and consultants to develop projects' reports and studies.

Project Coordination and Management Support

- Coordinates and communicates with partners and other relevant agencies to ensure the implementation of the project.
- Regularly provides updates on relevant project progress and seeks advice as needed to ensure high-quality, effective and timely execution of project activities.
- Prepares presentation slides, documents and execute trainings, workshops, meetings and other project activities together with partner institutions.
- 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.

Communication and Visibility

- Develops collaborative relationships with partner institutions and relevant stakeholders
- Supports the coordination with other GIZ projects in Thailand and in the region
- Liaises with partners and consultants to develop relevant communication materials, including newsletters, website contents and other outreach activities

Knowledge Management

- Assists in related knowledge management activities as well as other related programme-level tasks
- Ensures proper documentation of project information to promote knowledge transfer
- Formulates appropriate inputs for reports and presentations

Qualification:

- Thai nationality only.
- University degree in preferable master's degree in relevant field of work or studies – environmental economic, environment management, social science, or other related fields
- 3-5 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 29 February 2024. 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
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/UCeyVDmQIGbPvll5Ccob91JQ>

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