

Deutsche Gesellschaft für Internationale Zusammenarbeit (GIZ) GmbH is an international cooperation enterprise for sustainable development with worldwide operations, owned by the German government, 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. We are currently looking for a **Public Relations and Communication Intern** at the GIZ Office Bangkok to support the internal and external activities for the country office and our projects.

INTERN (PR & Communication)

Roles and Responsibilities:

- **Content Creation:** Assist in developing written, visual, and multimedia content in both Thai and English languages for website, social media platforms, and other communication channels (e.g., presentations and newsletters).
- **Translation:** Aid in translating documents from Thai to English and vice versa.
- **Social Media Management:** Provide support in posting and managing social media across social platforms (LinkedIn, Facebook, X and YouTube)
- **Event and Meetings Support:** Assist in preparing and executing internal and external events, whether online or on-site.
- **Media Monitoring:** Support the monitoring of media coverage for reporting purposes.
- **Research and Analysis:** Conduct research related to PR and communication, as well as industry trends.
- **Collaboration:** Work closely with PR & Communications Specialist and Portfolio Manager at the GIZ Office Bangkok to perform related tasks effectively.

Qualifications:

- Undergraduate students or those who have graduated with a bachelor's degree no more than six months ago
- Proficient in both Thai and English with strong speaking and writing skills
- Outstanding knowledge and skills in graphic design, photography, video shooting, and editing
- Working knowledge of MS Office applications such as Word, Excel, PowerPoint, and Teams
- Detail-oriented with a focus on quality
- Capable of managing multiple tasks within deadlines, demonstrating self-management and time-management skills
- Excellent communication and social abilities
- Interest in and ability to work effectively in a cross-cultural environment
- Thai nationality.

Duty station and timeframe:

The intern will be based in Bangkok at GIZ Office (Lake Rajada Office Complex). The internship duration is 4 to 6 months. The selected candidate is expected to start as soon as possible. This position is a remunerated internship.

Please submit the following documents to aroonratt.soontonbura@giz.de by the application deadline of **30 April 2024**. Only shortlisted candidates will be contacted:

1. Cover letter (*please specify the internship duration*)
2. CV
3. Work samples highlighting abilities and experience related to this position.

GIZ Thailand is an equal-opportunity employer and actively encourages gender diversity within the company and operations.

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>