

Deutsche Gesellschaft für Internationale Zusammenarbeit (GIZ) GmbH is a service enterprise for development cooperation with international operations and global experience. Owned by the Federal Republic of Germany, the organization operates as a private-sector enterprise with a development policy mandate to make sustainable improvements to the living conditions of people in the countries we operate in. GIZ has a record of more than 60 years of working experience in Thailand.

Sector Network Transport, Environment, Energy, and Water is Asia (TUEWAS) is looking for an Intern to support the preparation and organization of the planned Joint Sector Networks Regional Conference taking place during 26-30 August 2024 in Bangkok, Thailand. The conference will welcome up to 240 participants. In principle, she/he is to provide assistance to the Secretariat team in event organization and logistics, administrative tasks, PR and communication works, and other assigned tasks.

Intern (TUEWAS)

Background

The GIZ's Sector Network (SN) is a platform for cooperation and organised sharing of regional and technical knowledge among GIZ professionals working in partner countries and at GIZ Head Office in Germany. Currently, GIZ has 20 Sector Networks which have been set up according to thematic and regional focus. The Sector Networks serve as instruments for GIZ knowledge and innovation management, and have the following objectives:

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

The **Sector Network Transport, Environment, Energy, and Water is Asia (TUEWAS)** connects experts working on the topics of climate change mitigation, energy efficiency, renewable energy, sustainable industrial areas, transport, water, and the Sustainable Development Goals spreading across Asia. It has 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 work of TUEWAS is governed by a Steering Group while daily operation is run by a joint Secretariat. The **joint SNRD Asia and the Pacific and TUEWAS Secretariat**, located in Bangkok, supports the two sector networks in their administrative processes, organisation, member services, PR & Communication, knowledge management, dialog formats as well as financing and monitoring.

Responsibility

- Support the secretariat team in planning and implementation of the Joint Sector Networks Regional Conference

- Support the secretariat team in overall organisation and logistical tasks e.g. registration of participants, hotel reservation, and travel arrangement etc.
- Support the secretariat team in daily operation throughout the assignment period, especially during the conference days.
- Support the secretariat team in conference documentation and evaluation.
- Support the secretariat team in developing PR and Communication materials.
- Support the secretariat team in knowledge management and sector network activities.
- Assist in any other unforeseen tasks that may arise.

Qualifications

The successful candidate should meet the below requirements:

- Thai national only
- Diploma or University degree in relevant fields e.g. social science, business administration, hotel management etc.
- Fluency in English language (written and spoken)
- Inter-personal skills with the ability to work within a team, under pressure, and handling multiple tasks are desirable.
- Computer literate (Microsoft 365, Word, Excel, Outlook, MS Teams)
- Digital and IT skills in website and content management, graphic design, Adobe programmes, and web applications are advantageous.

At the End of the Contract

The successful candidate must ensure an efficient handover of tasks upon the end of the contract.

Duty station and timeframe:

The intern will be based in Bangkok. The internship duration is 3 months with the possibility of extension. The selected candidate is expected to start between April and June 2024. This position is a remunerated internship.

Please carefully read this announcement and submit 1) a CV AND 2) a cover letter in English to aronratt.soontonbura@giz.de. The deadline for applications is 19 April 2024. 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/UCeyVDmQIGbPvIl5Ccob91JQ>

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