

As an international cooperation enterprise for sustainable development with worldwide operations, the Deutsche Gesellschaft fuer Internationale Zusammenarbeit (GIZ) GmbH, 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. As part of GIZ Thailand's Climate Policy Cluster, we are currently looking for a **Project Coordinator** to support the implementation of the Empowering Thailand's Department of Climate Change and Environment (EMPOWER) Project.

## **Project Coordinator (EMPOWER)**

### **Project Background:**

Thailand is committed to achieving carbon neutrality by 2050 and net-zero greenhouse gas emissions by 2065, as pledged at COP26. To support these goals, the country has established the Department of Climate Change and Environment (DCCE), which is tasked with developing and implementing key climate policies, monitoring climate actions, managing the national GHG inventory, and serving as the national focal point for international climate cooperation and finance. The DCCE's establishment marks a significant expansion in Thailand's climate governance, with increased personnel and budget aimed at advancing the country's climate resilience and low-emission development. However, the DCCE urgently needs to build its capacity to effectively meet these ambitious climate mandates.

**Empowering Thailand's Department of Climate Change and Environment (EMPOWER) Project**, with implementation period from August – December 2024 (Phase I), aims to increase DCCE's capacity to strengthen Thailand's Nationally Determined Contribution (NDC) processes and relating mitigation topics, through targeted training to support knowledge dissemination and skill enhancement for DCCE staff, as well as results-based planning to carry out DCCE's mandates related to Thailand's NDC processes more effectively. In addition, targeted training and results-based planning can incorporate stakeholders outside of DCCE who have key roles in advancing Thailand's NDC processes and relating mitigation topics, such as representatives from sectoral ministries and local governments, in order to promote collaborative and integrated approaches in climate policy making. In parallel, trained DCCE staff can be assigned to perform tasks in accordance with their mandates and results-based plans related to Thailand's NDC processes and relating mitigation topics. The combination between job assignments (a combination of planned activities administered by DCCE and planned activities under the IKI project resources), results-based planning and targeted training (enabled through the IKI project resources) will increase effectiveness and efficiency of capacity building schemes, as well as help DCCE to ensure the achievement of planned policy outcomes in the NDC processes and relating mitigation topics.

The successful candidate will serve in the role of Project Coordinator supporting GIZ project implementation under the climate policy cluster, particularly the EMPOWER Project, focusing on climate mitigation and relevant topics. The detailed responsibilities are described below.

### **Main responsibilities:**

- delivering professional advisory services in topics related to project implementation, and particularly related to strengthening Thailand's NDC processes and relating mitigation topics, through targeted training to support knowledge dissemination and skill enhancement for DCCE staff, as well as results-based planning to carry out DCCE's mandates related to Thailand's NDC processes more effectively
- supporting the project director in project management and coordination, including liaising with donors and partners
- supporting the project's communication and visibility activities
- initiating and maintaining knowledge management within project and contributing to GIZ-wide knowledge management
- supporting business development and acquisition processes

To exercise the Project Coordinator's responsibilities, the following tasks are foreseen:

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#### **A. Professional advisory services**

- Provides technical advice to, and supports capacity development within partner institution(s) on various climate mitigation related topics focusing on climate mitigation policies and measures, NDC development, mitigation policy instruments, GHG inventory management, and other topics that are relevant to the project's scope, in consultation with project director
- Supports partner institution(s) in identifying needs for external support and advice
- Formulates job descriptions and terms of reference, as well as selects and supervises third party consultants/grant recipients in the course of carrying out project activities
- Provides technical and related guidance to third party consultants/grant recipients to ensure effective and timely delivery of high-quality services to partner institution(s)
- Designs, prepares and organizes workshops, seminars and other events on issues related to the project/programme's outputs and work packages
- Identify opportunities and support the project director to develop new businesses for different climate finance sources (IKI, GCF, and other donors), involving various national partners, as appropriate

#### **B. Project management and coordination**

- Supports the project director and partner institution(s) to develop work plans and implementation strategies for the project in order to fulfill the common objective(s) as identified in the project's outcome and outputs
- Plans and manages project activities under relevant work packages, as assigned and agreed by the project director and in accordance with the project's outcome and outputs
- Monitors project progress and activities in close consultation with relevant counterparts, reviews reports, identifies bottlenecks, develops and implements quality assurance measures, and, as necessary, recommends alternative management options to the project director
- Documents project progress, activities and challenges and provides relevant input to project's monitoring and evaluation reports and related tools
- Regularly updates the project director on relevant project progress and seeks advice as needed to ensure high-quality, effective and timely execution of project activities

- Briefs the project director about key developments of climate change discussions in Thailand, in the region and internationally
- Acts as a focal point for communication with partner agencies, as assigned by the project director
- Communicates and coordinates with relevant stakeholders to ensure effective and timely execution of project activities
- Communicates and coordinates with other projects and relevant working groups, clusters and other network mechanisms within GIZ to ensure synergies and harmonized approaches in delivery of services

### **C. Communication and visibility**

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

### **D. Knowledge management**

- Ensures proper documentation of project information to promote knowledge transfer e.g. through DMS and related tools
- Develops ready-to-use strategies and technical concepts, including guidelines, manuals and procedures
- Draws up reports and presentation documents
- Formulates appropriate input for various reports including annual reports, and contributes to other reports required by the project director and GIZ Head Office
- Assists with research activities and studies which benefit the project

### **E. Other duties/additional tasks**

- Performs other duties and tasks at the request of management

## **Required qualifications, competence and experience**

- Thai nationality only
- Master's or Doctorate degree in climate change/environmental management, environmental economics, environmental engineering and/or related fields
- 3 years of professional working experience in a similar position or related field
- Professional experience in the field of project management
- 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)

- Proactive and positive attitudes and ability to self-motivate
- Hands-on mentality and detail-oriented work ethics
- Ability to work under time pressure by ensuring quality outputs and meeting deadlines
- Interest and ability to work in a cross-cultural context and environment
- Strong interest to work on climate change and sustainable development topics
- Willingness to upskill, as required and supported by agreed measures with project director
- Readiness to travel frequently in accordance with project requirements

**Duty station and time frame:**

The position will be based in one of GIZ project offices in Bangkok.

This will be a fixed-term contract, starting as soon as possible and running until 31 December 2024, with possibility for extension.

**Application Process:**

Please carefully read the ad and **submit a CV AND a cover letter in English** to [aronratt.soontonbura@giz.de](mailto:aronratt.soontonbura@giz.de)  
Only shortlisted candidates will be contacted.

The **deadline for application is 10 September 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

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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>