

As an international cooperation enterprise for sustainable development with worldwide operations, the government owned Deutsche Gesellschaft für Internationale Zusammenarbeit (GIZ) GmbH operates on behalf of German Ministry of Environment. GIZ has a record of more than 60 years working in Thailand.

For the Transport Component of the Programme **TGC-EMC: Thai-German Cooperation on Energy, Mobility, and Climate** we are currently looking for Project Officer.

Project Officer (Transport Component)

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 the acceleration of Thailand's energy transition, ensuring compatibility between economic growth and high climate ambitions. A key component of this programme looks into the "Decarbonization of the Transport Sector" and will focus on transport sector electrification, EV battery technology development and integration with renewable energy-based electricity production, charging infrastructure roll-out and EV grid integration.

Focusing on the two most important sectors in terms of emissions, the project will moreover support the operationalization of the power and transport transition through technology and knowledge transfer as well as policy, regulatory and business model development support. A clear focus will be put on sector coupling to encourage the tackling of issues shared across sectors which slow the energy transition. This cross-sectoral support to implementation will translate into City Labs where the technical, regulatory and business support will be operationalized along with local stakeholders in an urban set up, integrating a scaling-up plan. Finally, the project will provide significant support in the field of climate finance. The Thai Climate Finance Initiative (ThaiCI) will provide seed funding to a number of local projects along with capacity development to both the funding manager and potential recipients.

Responsibilities:

The Project Officer of the TGC EMC Transport Component will be responsible for the following tasks:

Coordination Tasks:

- **Support Project Implementation and Coordination:**
- Proactively support implementing various project activities, including meetings, trainings, workshops, partner coordination, and other organizational tasks.
- Support coordinating, build, maintain, and strengthen relationships with key partners and stakeholders, including but not limited to the TGC-EMC technical consortium and public sector partners.
- Support the implementation of Transport Component related and cross-cutting TGC-EMC activities, collaborating with political and consortium partners.
- Ensure regular communication with management to align project's strategic orientation.
- Support smooth communication and collaboration between project staff, partners, and other institutions.
- Contribute to internal coordination and knowledge management within GIZ Thailand.
- Support with outreach, dissemination, and communication activities relevant to the project.

- Conduct research and gather information to support smooth and effective planning and implementation of project activities, ensuring that decisions are based on accurate and up-to-date data.
- Perform other tasks as required.

Administrative Tasks:

1) Event and Travel Management:

- Help develop, organize, and facilitate project events, meetings, workshops, trainings, and exchanges with partners and stakeholders, Handle logistics like invitations, participant registration, and coordination with suppliers.
- Arrange travel for project staff and partners, including reservations, visa applications, and expense settlements.

2) Financial Administration:

- Manage petty cash, bank-related tasks, and cash payments, ensuring proper documentation (invoices, receipts).
- Process payments for services like phone and internet, and handle procurement of office supplies and equipment.
- Coordinate with partner to support VAT 0 process.

Other:

- Serve as backup for other office managers when needed and coordinate with them for effective project implementation.
- Attend meetings with the project director/ manager when necessary.
- Coordinate across units and projects on administrative matters.
- Liaise with GIZ Office Bangkok and other units to ensure smooth administrative processes.

We are looking for a candidate who preferably possesses (the equivalent of):

- Thai nationality only.
- Bachelor's or master's Degree in a relevant field, e.g., business administration, accounting or relevant field in climate change, economics, finance, environmental management, international development, sustainable development, energy, transport.
- Minimum of 3 years of professional work experience in administrative services, office management, coordinator or similar position.
- Experience with administrative and financial procedures of GIZ (ideal) or with international organization in the field of development cooperation is an asset.
- Excellent communication skills and confidence to communicate with government agencies, political partners and the private sector.
- Ability to quickly establish dependable working relationships within the own organization and with external counterparts.
- Independent working style with a strong team orientation.

- Experience in organizing and facilitating workshops, seminars, or trainings.
- Experience in working with Thai ministries, in public administration or in an international organization as well as knowledge of political and administrative processes is a strong advantage.
- Ability to compile and summarize information effectively.
- Proactive and positive attitude and ability to self-motivate.
- Interest and ability to work in a cross-cultural context and team.
- Readiness to travel within Thailand and in the region, subject to project requirements.
- Excellent command of Thai and English in writing and speaking; knowledge of German is an advantage.

This will be a fixed-term contract, starting as soon as possible and running until 31 December 2025 with the possibility of an extension.

Duty station and timeframe:

The position will be based in Bangkok and will report to the Project Director in GIZ Thailand. The internship duration is up to 6 months. This position is a remunerated internship.

Please carefully read this announcement and **submit 1) a CV AND 2) a cover letter in English to aroonratt.soontombura@giz.de**.

The **deadline for applications is 31 October 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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<https://www.giz.de/en/html/index.html>

<https://www.youtube.com/channel/UCeyVDmQIGbPvI5Ccob91JQ>

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