

As an international cooperation enterprise for sustainable development with worldwide operations, the German government owned Deutsche Gesellschaft für Internationale Zusammenarbeit (GIZ) GmbH 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.

Communication Assistant

Sector Network Natural Resources and Rural Development Asia and the Pacific (SNRD Asia and the Pacific) and Sector Network Transport, Environment, Energy and Water in Asia (TUEWAS)

1. Background

Within GIZ there are several sector networks serving as a platform for the organised exchange of regional and sectoral information and for the facilitation of cooperation between GIZ staff working in the same sectors in GIZ partner countries and at the GIZ Head Office. Sector networks are an important mechanism for quality control and knowledge management. They have the following objectives:

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

The **Sector Network Natural Resources and Rural Development in Asia and the Pacific (SNRD Asia and the Pacific)** connects experts working on green and rural development sectors from all over Asia and the Pacific and covers the topics of agriculture, biodiversity, climate change adaptation, green education, forest and marine conservation, and the Agenda 2030 for Sustainable Development.

The **Sector Network Transport, Environment, Energy, and Water in Asia (TUEWAS)** comprises experts working on the topics of climate change mitigation, energy efficiency, renewable energy, sustainable industrial areas, green education, transport, water, and the Sustainable Development Goals spreading across Asia.

Both sector networks have 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, training, 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 SNRD Asia and the Pacific and 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, organization, member services, PR & Communication, knowledge management, dialog formats as well as financing and monitoring.

2. Responsibilities

The Communication Officer is a member of the joint secretariat of SNRD Asia and the Pacific and TUEWAS stationed at GIZ in Bangkok. The main responsibilities are **to ensure that the communication channels are functioning well, the communication materials are up to date, and knowledge management of SNRD Asia**

and the pacific and TUEWAS is being done properly. The tasks of a Communication Officer are described as follow.

Communication Management:

Responsible for managing and maintaining communication tools and channels (IDA Page, MS Teams Room, and websites) of SNRD and TUEWAS and use them to disseminate sector network content. Tasks include:

- Develop and update sector network communication materials (Org Chart, factsheet, presentations, templates, designs, etc.) of TUEWAS and SNRD, and share them on the respective communication channels.
- Ensure that the communication platforms of SNRD and TUEWAS (IDA Page, MS Teams Room, and Websites) are functioning well and are updated with the latest information.
- Support the SN Secretariat team, steering group members, spokesperson, and members in updating the content and information on communication platforms (IDA Page, website, etc).
- Liaise with external service provider to maintain the functioning of websites and update content according to GIZ rules and regulations.
- Act as the focal person for requests from sector network members on communications and knowledge management related issues.
- Collect news and updates from the member projects of TUEWAS and SNRD and develop a quarterly newsletter to share with members and other colleagues.
- Support the member projects, working groups and tandem partners of TUEWAS and SNRD in communicating their work outcomes on sector network communication channels and beyond.
- Support the SN Secretariat team in the recordings and development of presentations for meetings, events, and conferences.
- Support the SN Secretariat team in organizing events, workshops, conferences etc.
- Undertake additional tasks as and when assigned by the Spokespersons.

Knowledge Management

Responsible for knowledge management of TUEWAS and SNRD SNs. Tasks include:

- Compile knowledge products (case examples, best practices, guidelines, tools and methods, training systems etc.) from the Working Groups and the Task Forces of both the SNs using sector networks templates and designs and share them on the available communication channels.
- Develop, maintain and update the Portfolio Maps and Thematic Catalogues of TUEWAS and SNRD with relevant information such as project details, locations, project links etc.
- Develop, maintain and update the sector network database and communication channels with accurate information of sector network and member projects.
- Organise and update sector network filing system such as IDA Library and MS Teams folder with latest knowledge products and key documents of sector network.
- Undertake additional tasks as and when assigned by the Spokespersons.

Other Tasks

- Any other task may be assigned by the Spokespersons of TUEWAS and SNRD SNs.

3. Qualification

Education

- Bachelor's degree in communication, administration or an area that is relevant to achieve the above tasks

Work Experience

- At least 2 years of professional experience in communications, public relations, or a similar role with international, multi-cultural, and multistakeholder coordination.
- Past experience working in development organizations is advantageous.
- Excellent writing and editing skills, with the ability to produce clear, engaging content for various audiences and platforms
- Proficient in creating visual communication, editing images, designing visual graphics, or developing presentations for SN communication products
- Proven experience in knowledge management including development and implementation of system organising and sharing information as well as knowledge products

Language Proficiency

- Excellent English both in writing, reading, and speaking skills. Ability to understand German is not mandatory but an asset.

Other requirements

- Ability to adapt to an agile and strongly virtual working environment.
- Good communication and interpersonal skills, high team-orientation and motivation
- Professional and efficient in meeting commitments, observing deadlines, and achieving results in a self-dependent and self-organized manner
- Proficiency to work with common ITC technologies and computer applications, particularly Microsoft 365.
- A team player with adaptive leadership skills – embrace the success of team and enjoy supporting other to be successful
- Possesses an innovative mindset and a strong eagerness to enhance work processes through the exploration of new approaches
- Passionate learner, welcome challenges and ready to upskill by the task to be performed
- Thai nationality only

Duty station and timeframe:

The position will be based at to the GIZ's Project Office in Bangkok.

This will be a fixed-term contract, starting on 1st January 2025 and running until 31st December 2026.

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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 25 November 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/UCeyVDmQIGbPvII5Ccob91JQ>

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