

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.

## **Community Manager**

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 Community Manager is responsible for the overall activities of SNRD Asia and the Pacific and TUEWAS to **ensure that these networks operate smoothly in terms of day-to-day operations, administration, communication, and finances**. The tasks of the Community Manager are described below.

### **Community Management**

The Community referred here includes all GIZ member projects of SNRD AP (currently 76 projects) and TUEWAS (currently 83 projects).

- Shape and facilitate sector network exchange within and across different sector networks through physical and virtual meetings, webinars, and conferences.
- Organise and facilitate discussion in face-to-face and virtual meetings to explore the interests, requirements and needs of the community members.
- Liaise with various groups and members of the sector networks (for example different projects/divisions/locations) and lay the foundations for cooperation in a spirit of partnership and trust.
- Ensure that different topics and areas of work are represented.
- Motivate community members to play an active part in sector discussions and highlight the added value provided by the community.
- Maintain ongoing relations with other sector network communities, Communities of Practice (CoPs) and promote cooperation between different sectors, divisions, regions, and projects of GIZ.
- Inform the Spokespersons and the steering groups of TUEWAS and SNRD about the needs and findings of the community
- Promote innovations and visibility of activities and support the results to be monitored, recorded, and shared according to the sector network guidelines.

### **Supporting the sector network spokespersons, steering group, and members**

- Support the steering groups and the sector network Spokespersons of TUEWAS and SNRD in coordinating and monitoring the sector network's activities.
- Plan and organise regional conferences, workshops, webinars/virtual trainings, strategy meetings, etc.
- Organise steering group meetings, taking the minutes and follow-up, in consultation with the sector network speaker.
- Act as the direct link to the sector network coordination unit and participate in community calls and other related meetings.
- Inform the steering group about changes in the sector network management or other important developments in the overarching sector network activities.
- Plan and organize on-boarding of new members.
- Initiate innovative approaches and processes which respond to the demand of members and encourage active and smooth participation.
- Advise the members of the sector networks, steering groups, spokespersons, and colleagues from other departments on sector network related issues.

### **Strategic Planning, Financial Management, and Reporting**

- Support the steering groups of TUEWAS and SNRD in the development of annual strategy and activity planning.
- Support the steering groups in budget planning and monitoring.
- Prepare budget monitoring in consultation with the steering group and spokesperson and submit to the sector network coordination unit.

- Pool work outcomes and prepare reports such as annual briefing notes, financial statements, and regional conference reports in consultation with the steering group and spokesperson and submit to the sector network coordination unit.

#### **Overall Management of Secretariat Team**

- Oversee the activities of the sector network of TUEWAS and SNRD and ensure that the tasks are fulfilled according to the directions of the steering groups and spokespersons.
- Coordinate with the secretariat team members to ensure smooth day-to-day operation, proper documentation and filing according to the sector network guidelines.

#### **Other Tasks:**

Other relevant tasks as may be assigned by the Spokespersons of TUEWAS and SNRD.

### **3. Qualification**

#### **Education**

- At least Masters/MSc degree in communication, political science, development studies, or an area that is relevant to achieve the above tasks

#### **Work Experience**

- At least 5 years of professional experience with international exposure
- Past experience working in development organisations is advantageous.
- Proven experience in managing communities and networks in both formats, physical and online
- Expertise in communication and knowledge management, with the ability to effectively utilize various communication channels for community management
- Proven experience in organising and facilitating both virtual and onsite meetings and
- conferences

#### **Language Proficiency and Communication Skills**

- Excellent written and verbal communication skills in English, with the ability to engage and interact effectively with diverse audiences
- Ability to speak German is not mandatory but an asset.

#### **Other requirements**

- Professional and efficient in meeting commitments, observing deadlines, and achieving results despite minimal supervision
- Strong ability to build relationships and foster community connections, both online and offline
- Excellent management and organisational skills while flexible & adaptive for VUCA world
- A team player with adaptive leadership skills – embrace the success of team and enjoy supporting other to be successful
- Passionate learner, welcome challenges and ready to upskill by the task to be performed

- Possesses an innovative mindset and a strong eagerness to enhance work processes through the exploration of new approaches
- Working knowledge of ITC technologies and computer applications
- 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 1<sup>st</sup> January 2025 and running until 31<sup>st</sup> December 2026.

Please carefully read this announcement and **submit 1) a CV AND 2) a cover letter in English to [aronratt.soontonbura@giz.de](mailto:aronratt.soontonbura@giz.de)**

The **deadline for applications is 25<sup>th</sup> 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/UCeyVDmQIGbPvIl5Ccob91JQ>

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