

As an international cooperation enterprise 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 to provide tailor-made, cost-efficient and effective services for sustainable development. With over 60 years of experience implementing projects in Thailand, GIZ provides policy and technical advice on various topics and sectors relating to Thailand's reform process, including: climate policy, sustainable economic development, and sustainable agriculture.

We are looking for a **Project Assistant** to assist the Thai-German Cooperation on Energy, Mobility, and Climate (TGC EMC) team to support the implementation of the project. The project assistant will work with the TGC EMC Overarching Team, which is responsible for the central coordination and management of the programme, to support project overall implementation and management.

Project Assistant for TGC EMC Overarching

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.

Focusing on the two most important sectors in terms of emissions, the project will moreover support the operationalisation 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 operationalised 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.

In its operation, the project is divided into 5 components, namely renewable energy, transport, biomass, industry, climate finance (ThaiCI), each of which are managed and implemented by Component Teams with Overarching team as central coordination and management unit. The Project Assistant is to support the latter-mentioned unit in ensuring smooth implementation and coordination both internally and externally with project partners.

Responsibilities:

The **Project Assistant** will work closely with the project Management and Overarching Team in its operation, the scope of which are as follows:

Assistance to Project Management and Implementation

- Assisting in preparing project documents, such as agenda, meeting minutes, reports, presentations, and other documentation
- Supporting in organising and facilitating internal, external meetings, workshops, trainings, and other events
- Assisting in developing communication materials for the project such as factsheet, presentations,

- drafting articles and translation of documents
- Supporting in managing online tools, such as RBM tools, surveys, etc.
- Assisting in reviewing official documents and publications where necessary (e.g., policies, regulations, technical papers) for internal team's knowledge management and for external communication.

Coordination

- Arranging meetings and appointments, as per request
- Supporting in communicating and following-up with internal and external stakeholders
- Supporting in collection of inputs from internal and external stakeholders

Administration (on case-by-case basis)

- Assisting in execute cash payments and collect proper supporting documents e.g. invoices and receipts
- Assisting in arranging payment of incoming invoices, e.g. telephone, mobile phone, internet etc.
- Assisting in preparation of documents and coordination for the procurement of goods and consultancy services in accordance with GIZ process and rules
- Assisting in maintaining office equipment, office supplies and other inventories
- Assisting in providing logistical support for project activities as well as travels

General Support

- Other relevant tasks as assigned by the project team

Qualifications:

Education:

- Bachelor's Degree in relevant field, e.g. political science, social studies, arts & culture, communications, business administration, environmental sciences, or related fields

Work Experience:

- Not required. However, internship or experience international development cooperation organisations or international organisations will be considered an asset.

Language:

- Thai Language Level: Native - writing skills, especially in official language, will be considered an asset.
- English language skills: C1 Equivalent (please attach language skill proficiency evidence, if available)
- Thai-English interpretation/translation experience will be considered and asset.

Personal Competency:

- Self-motivated, flexible, and resourceful individual with a proactive "can-do" attitude
- Strong organisational skills and the ability to conceptualise and prioritise tasks effectively
- Willingness to learn, develop, and adapt to new challenges
- Ability to manage time effectively, prioritise tasks, and meet deadlines without compromising on quality
- Interest in sustainability, climate change mitigation, and adaptation, with a cross-cultural mindset
- Ability to assess and adapt to stakeholder needs, navigating different perspectives effectively
- Good working knowledge of ICT technologies and computer applications (MS Office, project management tools, etc.)
- Thai nationality only.

Duty station and timeframe:

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

Please carefully read this announcement and **submit** to aroonratt.soontonbura@giz.de:

- 1) **a Curriculum Vitae (CV)**
- 2) **a cover letter in English**
- 3) **a small paragraph in Thai on “How do you assess your own success in your work? What signs do you look for that indicate you are excelling?”**

Please do not use ChatGPT at this point. – We do use it in our daily work, but at present we want to get to know you!

The **deadline for applications is 20 December 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>