

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: energy transition, climate policy, sustainable economic development and sustainable agriculture. For the implementation of a GIZ project, we are looking for a

Junior Advisor

The BMZ-funded ASEAN project, titled "ASEAN Cooling: Energy Efficiency and Climate Mitigation in Sectors with High Cooling Demand" aims to enhance the political, regulatory and entrepreneurial conditions for increasing energy efficiency and reducing greenhouse gas emissions in sectors with high cooling demand in the ASEAN Member States.

The project collaborates with the Association of Southeast Asian Nations (ASEAN) Secretariat as well as the ASEAN Centre for Energy (ACE) on regional initiatives, including the development of roadmaps for relevant sectors and the promotion of regional networking and knowledge sharing. Furthermore, the project will work closely with both the public and private sectors to implement activities in selected ASEAN Member States (Indonesia, Philippines, Thailand, Vietnam).

To support the implementation of the project, the Junior Advisor will undertake the following responsibilities.

Responsibilities

A. Support project implementation

- Assist in implementing assigned project activities
- Coordinate specific tasks, including preparing work plan, operational planning, meeting minutes and summarizing progress reports
- Support monitoring and reporting of project activities and contribute to knowledge management

B. Stakeholder communication and coordination

- Prepare communications and coordination with the ASEAN Secretariat, ASEAN Centre for Energy (ACE), and relevant project partners, political partners, sector associations and consultants
- Contribute to preparation and implementation of consultation and advisory processes with partners
- Support the preparation and organization of stakeholder meetings, including agenda setting and content and logistics
- Prepare presentations, documents and materials for the stakeholder engagement

C. Contract management and quality assurance:

- Support the coordination and management of consulting contracts
- Support the development of Term of References (ToR) and the management of contracts for external experts
- Ensure timely and high-quality service delivery from external experts

D. Event and workshop organization

- Prepare official documents and inquiries, e.g., agenda, meeting minutes, invitations and logistics
- Support the preparation and facilitation of workshops, seminars, and trainings
- Contribute to the preparation of communication, PR materials and support with dissemination of outcomes

E. Research and document preparation

- Conduct policy research and analysis of official documents, e.g., energy and climate change regulations, or technical papers relevant to the project implementation or at the request of management
- Support the coordination with other GIZ projects in Thailand and the region as well as initiatives of other implementing agencies or donors working in a similar field to foster synergies and collaboration contributes to a smooth project implementation

F. Other responsibilities

- Perform other tasks as request by management within the project scope, including technical research, engagement with stakeholders for project acquisition and cross cutting activities

Qualifications:

- Bachelor's or Master's degree in a field relevant to the project objectives
- Entry-level professional experience in the energy sector, environment, sustainable development or a related field
- Experience conducting research related to the project objectives
- Previous work experience with international organisation (e.g. UN, ASEAN, GIZ)
- Experience in working collaboratively with government agencies, private sector actors, and international organizations
- Strong time management, planning and monitoring skills
- Proficient in Thai and English, both written and spoken
- Skilled in ITC technologies and computer applications (e.g., MS Office).
- Willingness to travel within Thailand and in the ASEAN region, as required by project

Personal attributes and competencies:

- Thai nationality only
- Ability to work both independently and collaboratively
- Strong organizational and conceptualization skills
- Capable of handling pressure and meeting deadlines
- Interest in a cross-cultural work and team in topics such as energy, climate change mitigation and adaptation, private sector development and sustainable cooling value chains
- Ability to work with diverse partners and actors

Duty station and timeframe:

The position will be based in Bangkok and will report to the Project Director of ASEAN Cooling Project – GIZ Thailand. This will be a fixed-term contract, starting as soon as possible and running until 31 December 2028, with possibility for extension.

Please carefully read this announcement and **submit a CV** to aroonratt.soontonbura@giz.de. The **deadline for applications is 24 January 2025**. 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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<https://www.giz.de/en/html/index.html>

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