

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 two GIZ projects, we are looking for a Project Assistant to assist the ASEAN Cooling: Energy Efficiency and Climate Mitigation in Sectors with High Cooling Demand and the Decarbonisation in Industry Component under the Thai - German Cooperation on Energy, Mobility, and Climate (TGC EMC).

Project Assistant

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).

The Thai - German Cooperation on Energy, Mobility, and Climate (TGC-EMC) is a bilateral programme under the International Climate Initiative (IKI), supported by the German Federal Ministry for Economic Affairs and Climate Action (BMWK). The programme aims to accelerate Thailand's energy transition while ensuring compatibility between economic growth and ambitious climate goals. One of its key components, “Decarbonisation in Industry,” focuses on **energy efficiency and the development of decarbonisation strategies in industrial sub-sectors, including the implementation of pilot solutions**. This component works on creating decarbonisation strategies, identifying technology options, providing policy recommendations, and showcasing national and international best practices employed by leading organisations, associations, and companies to reduce carbon emissions from industrial processes.

The Project Assistant will undertake the following tasks.

Responsibilities

A. Support project implementation and coordination

- Assist in preparing project documents, such as agenda, meeting minutes, reports, presentations, and other documentation
- Support in organising and facilitating internal, external meetings, workshops, trainings, and other events
- 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
- Support the preparation and organization of stakeholder meetings, including agenda setting and content and logistics
- Prepare presentations, documents and materials for the stakeholder engagement

B. Administration

- Assist in collecting proper supporting documents e.g. invoices and receipts
- Assist in arranging payment of incoming invoices, e.g. telephone, mobile phone, internet etc.
- Assist in preparing documents and coordination for the procurement of goods and consultancy services in accordance with GIZ process and rules
- Assist in coordinating with political partners in preparation of documents
- Assist in maintaining office equipment, office supplies and other inventories

C. 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

D. 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
- Willingness to learn, develop, and adapt to new challenges
- 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 aronratt.soontonbura@giz.de. The **deadline for application is 31 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.

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