

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

### **Regional Project Coordinator**

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 Project Coordinator will carry out the following scope of work.

#### **Responsibilities**

##### **A. Project implementation**

- Support the project implementation, development of work plans, result-based monitoring system and other management tools and processes at regional and national levels
- Coordinate and support the regional and national project operational planning, including timelines, and milestones
- Support project implementation activities in close cooperation with the Project Director, regional and national teams and colleagues; such as regional policy plan and advisory, technical trends, studies and trainings, regional partner coordination processes
- Review, update and validate of technical/ reports, policy research/ studies on project thematic scope, relevant policy and regulatory framework with the team
- Coordinate and ensure timely monitoring and reporting of project activities

##### **B. Stakeholder communication and coordination**

- Support the communication and coordination with the ASEAN Secretariat, ASEAN Centre for Energy (ACE), and relevant project partners, political partners, sector associations and consultants
- Pro-actively coordinate with ASEAN Secretariat and political partners in selected ASEAN Member States (AMS) for the implementation, consultation and advisory processes
- Build and maintain relationships with project stakeholders
- Ensure synergies and coordination across AMS, selected member states and with other projects
- Initiate stakeholder meetings, both in terms of organization, agenda setting and topics
- Lead the development of project presentations, documents, publications and PR materials for the stakeholders

**C. Contract management and quality assurance:**

- Draft terms of reference, coordination and manage consulting contracts
- Ensure timely service delivery and review quality deliverables from external experts

**D. Committee meetings, workshop arrangements and facilitation**

- Organize a yearly steering committee meeting with ASEAN Secretariat and ASEAN Member States
- Develop, organize, and facilitate regional meetings, workshops, trainings, exchanges and excursions with project partners and stakeholders
- Lead the development of design of the workshop, agenda, meeting minutes, invitations
- Develop communication materials and dissemination of outcomes

**E. Other responsibilities**

- Contribute to GIZ internal coordination/ knowledge management structures, cluster, or relevant working groups, management meetings, country planning
- Undertake additional at the request of management within the project scope, e.g., technical research, engagement with stakeholders for project acquisition and cross cutting project activities

**Qualifications:**

- Bachelor's or Master's degree in fields relevant to the project objectives
- Proven professional experience in the energy, environment, sustainable development
- Excellent communication skills and confidence to communicate with political partners and the private sector
- Proven ability in organizing and facilitating workshops, seminars, or trainings, moderation skills
- Experience in working with Thai ministries, in public administration or in an international organization as well as knowledge of political and administrative processes
- Proven ability to manage time, plan and monitor work processes effectively
- Strong English and Thai proficiency (writing and speaking)
- Proficiency in MS Office and relevant ICT tools
- Readiness to travel within Thailand and in the region, subject to project requirements

**Personal attributes and competencies:**

- Thai nationality only
- Independent, team-oriented and proactive with a positive attitude
- Willingness to quickly develop an understanding of policies and technical matters relevant to the project; previous knowledge is an advantage
- Strong presentation, communication, moderation and negotiation skills
- Interest in a cross-cultural context and team in the field of energy, climate change mitigation and adaptation, private sector development and sustainable cooling value chains
- Ability to work under time pressure and meet deadlines
- Willingness to travel within Thailand and the ASEAN region as needed

**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.soontombura@giz.de](mailto:aronratt.soontombura@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

193/63 Lake Rajada Office Complex, New Ratchadapisek Road, Klongtoey, Bangkok 10110

<https://www.giz.de/en/html/index.html>

<https://www.youtube.com/channel/UCeyVDmQIGbPvII5Ccob91JQ>

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