

As an international cooperation enterprise for sustainable development with worldwide operations, the Deutsche Gesellschaft für Internationale Zusammenarbeit (GIZ) GmbH, owned by the German government, 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. As part of GIZ Thailand's Climate and Biodiversity Policy Programme, we are currently looking for a **Project Coordinator** to support the implementation of project activities.

Training and Event Operation Officer (Bangkok Learning Hub)

As part of GIZ Thailand, Bangkok Learning Hub provides state-of-the-art learning opportunities by combining regional insights and expertise with Germany's rich experience in international cooperation. This powerful synergy allows us to create exceptional learning offers designed to empower development practitioners within GIZ and beyond.

We train staff working in international development and cooperation to be able to actively shape change and help make a future worth living around the world. Our services are especially designed for GIZ employees, partners of GIZ projects as well as experts and managers in international cooperation. In addition, we support GIZ projects and teams in implementing their events in Thailand. As a one-stop service provider, we offer comprehensive logistical support to ensure high-quality and seamless event delivery.

Our unit working approach follows the principle of "cooperation & leadership" by fostering co-creation within team and beyond, promoting cooperation in diversity, applying adaptive leadership and always encouraging everyone to experiment and innovate. We are looking for a passionate and experienced learner & enabler to make Bangkok Learning Hub a stronger learning and event partner for those shaping better future around the world.

Key Responsibilities

The Training and Event Operation Officer provides **comprehensive logistical and event management support** to LEARN Asia, delivering high-quality events both onsite in Bangkok and through online platforms. These events include, but are not limited to, trainings, meetings, workshops, conferences, and other corporate learning events. The role ensures effective planning, coordination, and execution of all logistical aspects for in-person and virtual events, contributing to positive experiences for participants and stakeholders.

The event officer shall

Client Coordination & Communication

- Coordinate and communicate proactively with LEARN Asia teams/GIZ projects to clarify event needs and logistical requirements for successful training/event delivery
- Serve as the main focal point for stakeholders, ensuring clear, timely, and solution-oriented communication throughout the event lifecycle

Event Operation & Logistics Management

- Lead and oversee end-to-end training and event operations, from planning through execution and post-event wrap-up, ensuring smooth implementation and effective teamwork
- Plan, organise, and manage all logistical arrangements in line with project requirements and organisational standards
- Coordinate comprehensive logistical components, including venue setup, catering, audio-visual services, registration, and participant management
- Prepare/procure materials according to the requirements of each training/event as well as transfer them to venues and ensure setup
- Manage contracts and liaise with venues, consultants, vendors, and service providers to secure required services
- Anticipate, address, and resolve operational issues promptly to minimise disruption and maintain service quality
- Ensure that all operations are fully compliance with GIZ processes and rules (PuR) and follow the important corporate principles e.g. Corporate Sustainable Handprints (CSH), Security and Risk Management (SRM), Corporate Health Management (CHM)

Business Development & Organisational Visibility

- Actively support outreach and business development efforts by identifying potential opportunities in event management and contributing to GIZ Thailand's visibility as a regional hub in Asia

Knowledge Management and Service Improvement

- Collect feedback and conduct structured debriefings with LEARN Asia teams/GIZ projects to evaluate event effectiveness and client satisfaction
- Facilitate lessons-learned discussions within the event team and document improvement measures to enhance future service delivery
- Ensure systematic documentation and accurate record-keeping of contracts and event-related documents for the purpose of internal control and organisational knowledge management

Others

- Perform additional duties and tasks as assigned by management and required by the team

Required Qualifications and Competencies

Professional Experiences

- Bachelor's degree in Event Management, Hospitality Management, Business Administration, Communications, or a related field
- Minimum of 5 years of professional experience in event coordination or a similar role, preferably within development cooperation or international projects
- Proven experience in planning and delivering in-person, virtual, and hybrid events, including trainings, workshops, meetings, and conferences

- Sound knowledge of event logistics, including venue management, catering, audio-visual services, registration systems, and participant management
- Experience in contract management and working with external service providers, vendors, and consultants
- Familiarity with administrative procedures and compliance requirements
- Proven ability to identify opportunities for new events, partnerships, or projects, while enhancing organisational visibility and positioning
- Experience in learning design and workshop facilitation is considered an asset

Management Skills

- Strong organisational and planning abilities, with the capacity to manage multiple training/events and tasks
- Excellent coordination and communication skills, enabling effective collaboration with diverse stakeholders and teams
- Strong conceptualisation and presentation skills, able to translate complex requirements to clear actions and ideas
- Ability to identify operational risks and resolve issues efficiently under time pressure
- Strong documentation and reporting skills to support internal controls and organisational knowledge management

Personal and Social Skills

- High level of reliability, attention to detail, and sense of responsibility
- Strong service orientation and commitment to delivering high-quality results
- Ability to work independently as well as collaboratively within a team
- Flexibility and willingness to adapt to changing requirements, priorities and workloads
- Proactive mindset, with enthusiasm for tackling new challenges and managing ad-hoc situations
- Intercultural sensitivity and the ability to work in a multicultural environment
- Eager to learn and upskill by the task to be performed

Language and ICT Requirements

- Excellent command of English and Thai, both written and spoken
- Knowledge of German is an advantage
- Proficiency in Microsoft Office applications (Word, Excel, PowerPoint, Outlook, MS Teams)

Duty station

This position will be based in Bangkok, Thailand.

This will be a fixed-term contract, starting May 2026 and running until April 2027 with the high possibility of extension.

Please carefully read this announcement and **submit a CV AND a cover letter in English** to aronratt.soontonbura@giz.de

The deadline for applications is **6 March 2026**. 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>