

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 Bangkok Learning Hub, we are currently looking for a **Learning and Development Officer** to support the implementation of the unit activities.

Learning and Development Officer (Bangkok Learning Hub)

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.

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 Learning & Development Officer is responsible for planning, designing, implementing, and evaluating learning programmes that support organisational performance and growth. This role ensures employees develop the skills and knowledge needed to meet current and future business needs, while fostering a culture of continuous learning aligned with business objectives.

The Learning & Development Officer shall

Portfolio & Product Management

- Manage the assigned training portfolio and products in accordance with organisational objectives, needs in the region, any other order/objectives agreed with the clients and team agreement in close consultation with product owner team
- Partner with theme holders and relevant key stakeholders to identify/update current and future learning needs
- Translate identified learning needs into effective training solutions by designing, developing, and implementing training products and capacity development initiatives using a results-oriented approach. This includes preparing key deliverables such as learning concepts, proposals, work plans, training plans, trainer contracts, and training reports.
- Manage and coordinate experts, trainers, facilitators, and resource persons, including building, developing, and maintaining a strong pool of qualified professionals
- Develop and manage training budgets, including calculating fees, monitoring financial performance, and tracking results in consultation

- Promote training programmes and products, monitor participant registration, and make decisions on course implementation in line with unit guidelines
- Provide professional advice on learning products, including instructional design, methodologies, and delivery, to support effective capacity development for stakeholders and clients

Training Quality Improvement and New Training Product Development

- Assure the quality improvement of the training themes/projects under their responsibility e.g. work as facilitator/co-trainer to better advise and improve the quality, comment/feedback on improvement with trainer/expert and clients, observe and follow up on the training results and improvement measures
- Actively study the trends, build up network of training expertise, experiment new ideas & innovation and expand pools of trainers/consultants to further improve the learning/capacity development offers within their responsible training themes/projects
- Extract and keep knowledge products e.g. curricular, training plan, manual, training materials for further development and knowledge sharing

Facilitation and Communication

- Design and facilitate assigned training courses and workshops in both in-person and virtual formats
- Support and co-manage unit communication activities, including the development of newsletters, flyers, and learning catalogues

Learning Culture and Engagement

- Promote a culture of continuous learning and self-development across the organisation

Required qualifications, competences and experience

Education & Professional Experiences

- Bachelor's degree in Human Resources, Organisational Development, Business Administration, Education, or a related field
- Minimum 5 years of experience in learning and development, capacity building, training coordination, or a similar role.
- Experience working in international development, donor-funded projects, or multicultural environments is an advantage.

Technical Expertise

- Strong knowledge of instructional design principles and adult learning methodologies
- Proven experience in designing and delivering training programmes (both in-person and virtual formats)
- Ability to conduct training needs assessments and translate findings into structured learning solutions
- Experience in managing training portfolios, projects, and multiple stakeholders simultaneously
- Familiarity with Learning Management Systems (LMS) and digital learning tools (e.g., e-learning authoring tools, virtual facilitation platforms)
- Strong facilitation skills, with the ability to lead engaging sessions, foster participant interaction, and steer discussions toward achieving intended outcomes

Project, Financial & Operational Management

- 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
- Experience in planning, budgeting, cost calculation, and financial monitoring

Personal and Social Skills

- Applies a multidisciplinary approach, valuing both the process and technical expertise as essential for achieving sustainable results
- Strong conceptual thinking skills, with the ability to structure, articulate, and communicate ideas clearly and effectively
- Excellent organisational and management skills, with the flexibility and adaptability to operate effectively in a dynamic, fast-changing (VUCA) environment
- Collaborative team player who thrives in multicultural and diverse working environments
- Strong interpersonal and facilitation skills, with the ability to engage and work effectively with others
- Demonstrates a growth mindset, embraces challenges, shows curiosity, and proactively seeks opportunities to learn and upskill
- Highly self-motivated and quick to learn, with strong self-management skills and the ability to perform well under pressure

Language and ICT Requirements

- Excellent command of English and Thai, both written and spoken; knowledge of German is an advantage

- Experience in delivering virtual learning, with practical skills in using online training tools (e.g., Microsoft Teams and other current digital learning platforms)
- Good working knowledge of ICT tools and computer applications, including MS Office

Duty station

This position will be based in Bangkok, Thailand.

This will be a fixed-term contract, starting July 2026 and running until December 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 **5 June 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>