

As an international cooperation enterprise for sustainable development with worldwide operations, the government owned Deutsche Gesellschaft für Internationale Zusammenarbeit (GIZ) GmbH operates world-wide 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.

GIZ in Thailand is seeking a highly motivated and skilled Project Assistant to support the **pre-implementation preparation and inception phases** of the project “**Thai Rice: Strengthening Climate-Smart Rice Farming** (<https://www.greenclimate.fund/project/fp214>), and the **Thai Rice NAMA (Nationally Appropriate Mitigation Action) project** (https://www.thai-german-cooperation.info/en_US/thai-rice-nama-nationally-appropriate-mitigation-action/). The Green Climate Fund (GCF) has approved a 38-million euro grant contribution towards the project. The co-financing is provided by Thai public sector partners, and executing entities, including the Thai Rice Department, the Bank for Agriculture and Agricultural Cooperatives (BAAC) and the Office of Natural Resources and Environmental Planning (ONEP) as well as the International Rice Research Institute (IRRI). The project is supported by the German Federal Ministry for Economic Cooperation and Development (BMZ) and private sector partners

Project Assistant

Rice is Thailand’s most important food crop, accounting for roughly half of Thai agricultural land and employing 18 million smallholder farmers. Rice farmers are among the poorest occupational groups in Thailand. They are extremely vulnerable to climate change: rice farming is a water-intensive and temperature-sensitive activity conducted in a climate that is becoming increasingly characterised by longer dry spells and higher temperatures (including temperature spikes). At the same time, rice farming is a significant contributor to greenhouse gas (GHG) emissions. But smallholder farmers have limited capacity to adapt, given their low incomes and small farm sizes, and their limited access to technical assistance, markets and credit.

The projects “Thai Rice: Strengthening Climate-Smart Rice Farming” project and “Thai Rice NAMA” aim to promote low-emission and climate-resilient rice farming. Both projects aim to empower vulnerable smallholder farmers to make improved decisions in the face of climate change and enable access to climate-smart farming technologies. Policy-makers are and will be supported with technical assistance, monitoring tools and a organizational support to achieve a strengthened and more ‘joined up’ institutional and policy environment for climate-smart rice.

As a Project Assistant, you will be working closely with the project teams to provide administrative and technical support.

Responsibilities

The Project Assistant performs the following tasks:

Technical

- Assisting in project planning, coordination, implementation and reporting. This includes the following:
- Assisting in conceptualizing and organizing national and regional workshops and events.
- Assist in preparing project reports, presentations, and other documentation.

- Maintaining project records and databases.
- Assist in developing communication materials for the project such as factsheet, presentations, drafting articles and translation of documents. To support the following:
- Development of gender-responsive information products.
- Implementation on financial literacy and climate risk management trainings for small-holder farmers
- Research on official documents and publications where necessary (e.g., policies, regulations, technical papers) for internal team's knowledge management and for external communication.

Administrative

- Assist in the preparation of documents and coordination for the procurement of goods and consultancy services in accordance with GIZ process and rules
- Assist in the implementation of project planning and activities such as preparing documents/presentations for meetings, and workshops etc.
- Assist in coordinating and communicating with national partners for smooth project implementation and preparation, including preparation of official letters and documents, routine correspondence, and meeting summaries and action items
- Providing logistical support for project activities.
- Other relevant tasks as assigned by the project team

Qualifications

- Bachelor's degree in a relevant field such as Sustainable development, Environmental science, International Relations, Climate change, Business Administration, Public Administration, Management, Economics, Finance, Agronomics, or related disciplines.
- Strong organizational, conceptualizing and administrative skills.
- Hands-on mentality and detail-oriented work ethics
- Ability to work independently and in team
- Excellent written and spoken communication skills in English and Thai.
- Proficiency in Microsoft Office suite (Word, Excel, PowerPoint).
- Previous experience in project assistance or related roles is an advantage.
- Previous experience in working with government institutions or development cooperation is a plus
- Knowledge of risk finance, disaster risk reduction, or climate resilience is a plus.
- Thai citizenship.

This will be a fixed-term contract, starting as soon as possible and running until May 2024 with high possibility of extension.

Please carefully read the ad and **submit a CV AND a cover letter in English** to aronratt.soontonbura@giz.de. The deadline for applications is **01 December 2023**. 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 Bangkok

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More information about GIZ:

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

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

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

