

VACANCY ANNOUNCEMENT:

Event and Visibility Project Officer of the EU-Thailand Cooperation Facility (EUTHCF)

I. Key facts of EU-Thailand Cooperation Facility (EUTHCF)

The EU-Thailand Cooperation Facility (EUTHCF) is a five-year project that aims to contribute to an enhancement of the EU-Thailand partnership and to support the EU-Thailand policy dialogues, outreach and strategic partnerships, in coordination with other EU initiatives in Thailand. The specific outputs of the project are:

- To support policy dialogues including under the EU-Thailand Partnership and Cooperation Agreement (PCA), which was signed in 2023 and/or EU-Thailand Free Trade Agreement (FTA) as appropriate) on a wide range of issues relevant to EU-Thailand relations.
- To support strategic partnerships on EU-Thailand interests associating a diversity of stakeholders, including civil society and the private sector.
- To support policy outreach and advocacy that strengthens knowledge-sharing, mutual learning and understanding,

This EU-funded €5 Million Cooperation Facility is financed under the Neighbourhood, Development and International Cooperation Instrument (NDICI-Global Europe). It started in March 2023, and it will continue until 31 May 2028. It funds policy-oriented research and studies and organizes conferences, high-level meetings and trainings with the participation of European and international experts. The facility covers a broad and wide range of issues relevant to EU-Thailand relations.

The EUTHCF-activities are coordinated and managed by the European Union Delegation (EUD) to Thailand and implemented by a group of European partners, led by DT Global (Spain) in consortium with FratiniVergano (Belgium) and Ecorys (Netherlands).

The European Consortium is contracted as the technical assistance service provider to the European Union Delegation to Thailand and a Technical Assistance Team (TAT), consisting of a full-time Team Leader and support staff, has been deployed in Bangkok to support the facility planning, technical input and implementation.

The project office of the TAT is in Bangkok, while activities and actions of the facility will also be carried out in other parts of Thailand. The **EUTHCF Project Office** is headed and steered by the Key Expert /Team Leader (TL) and Resident Advisor who has the overall and full responsibility for proper technical, operational and financial implementation of the facility.

The TL will be supported by a team of **two key staff** who will assist and facilitate in undertaking the day-to-day management tasks as well as the administrative and financial tasks of the facility: Project Coordinator and Administrative and Financial Officer.

The TA team in Bangkok is supported by a project management team (project managers) based at DT Global-HQ in Madrid who is also part of the day-to-day management of the facility activities with a particular focus on ensuring compliance with the EU contractual requirements and the internal project management guidelines.

The following position at the EUTHCF is now open for application:

Position information

Position title:	Event and Visibility Project Officer
Reporting to:	Team Leader of the EUTHCF and DT Global Project Manager(s) at HQ
Contract period:	One year contract subject to successful completion of a probation period of three months and with the possibility of an extension up to additional two years (up to 31 May 2028)
Contract date:	21 July 2025 to 20 July 2026 (full-time work; Monday to Friday with occasional work over Saturday/Sunday)
Workplace:	EUTHCF Project Office in Bangkok with some domestic travel to project sites and locations as required

Position Summary:

The position is meant to complement the work of the Team Leader and the EUTHCF project team, by providing and executing event-making and visibility support to all EUTHCF activities and by independently carrying out the given tasks while working under tight deadlines and within a team.

The main aim of the position is to assist in developing, planning, organizing and implementing high-quality events and visibility actions which match the profile and key features of the EU-Thailand Cooperation Facility. Such actions require an effective and constant flow of information and interaction between the Team Leader and other key stakeholders regarding event and visibility actions to the project stakeholders and the target audiences. All facility event and visibility actions are to be designed in line with the Communication and Visibility Manual for the EU External Actions.

Also liaising with various project stakeholders, drafting detailed event plans across various thematic facility activities, designing and lay-out of visibility items (i.e. online, print, publications etc.) and ensuring the effective communication between the Team Leader, EUTHCF project team, Thai-European implementing partners and experts and external service providers/suppliers will be key features of the position.

Areas of responsibilities/tasks:

- in close coordination with the Team Leader and EUTHCF project team, provide support and inputs to the design, planning and organization of all the EUTHCF activities and events with focus on visibility actions, including outlining – per each activity/event - the use of communication and media tools, IEC-material, visibility products and key visibility items for dissemination at the events etc.
- Supervise and synchronize the design of visibility materials produced under the facility, including update of the facility's visibility material and documentations and support the linkages of the facility's visibility actions to the EUD's website and face-book etc.
- Ensure effective flow of information and liaison between the Team Leader, Short term Experts and key other stakeholders regarding all facility event design and visibility actions
- Support in the design and lay-out of key visibility material (i.e. backdrops, note-books, folders, covers for programme, certificate) for each facility event/action and tailored to the target audience; ensure compliance with the EU visibility guidelines and consistency in the facility's visibility messages throughout the implementation
- Keep track and collect all the news/articles, photos etc. related to the facility activities and generate an Information/visibility report for each major facility event (i.e. summary report of the specific activity, the profile/list of speakers, participants, collection of photos, videos etc.)
- Establish, maintain and update the database of project stakeholders and support actions related to the invitation of participants in facility events (i.e. training, workshops etc.) including media and press representatives.
- Assist in the design and production of high-quality publications (i.e. proceedings of workshops or workshop summary reports), including coordinate the translation process (Thai English Thai) of the presentations to be included in the publications
- Coordinate with service providers and/or suppliers regarding the design, lay-out and production of visibility materials for all facility events.
- Initiate and facilitate procurement, contracts related to external communication services and products (such as online tools, audiovisual productions, publications or visuals) to be produced through external service providers
- Draw up technical specifications for each facility event and visibility actions, including providing inputs to the service contract files, liaise with external service providers/suppliers and monitor the timely delivery of requested services/supplies.
- Provide updates, technical input and supporting documentation on the visibility and outreach actions of the facility for preparation of the six-month progress reports of the project.
- Ensure compliance of EU GDPR for events organized under the EUTHCF, by arranging the necessary GDPR forms needed for events.
- Provide support to other project related tasks as defined and requested by the Team Leader.

Profile/Requirements**Qualifications and skills:**

- At minimum a university degree at BA-level, preferably a Master Degree, in Communication, Journalism, Public Relations, Political Science or similar related field(s)
- Minimum 5 years of experience working in public relations, journalisms, communications and/or advocacy

actions within a multilateral or international organization, the private sector or within national governmental or non-governmental bodies or similar with focus on designing, managing and implementing event and visibility actions

- Fluency in English; Thai as native speaker; demonstrated strong ability to write and communicate orally in English; excellent writing skills (in English) is essential.
- Excellent computer skills on MS Word, PowerPoint, Excel, and Photoshop, Adobe Reader or other software programme for visual material design etc.
- Demonstrated ability to draft and lay-out of text and high-quality visual material
- Must be detail-orientated and be able to carry through and “drive” a given task from the planning to the implementation and completion stage
- Proven ability to rapidly produce quality outputs and to work under tight deadlines
- Excellent communication and interpersonal skills with a strong client-orientated approach to work
- Ability to work effectively in multi-disciplinary teams and independently yet being a strong team player.

Specific experience requirements:

- Experience of working on event, visibility and outreach actions for national government entities, civil society organisations and/or under projects/programmes funded by international development partners in Thailand, ideally also experience of working on event-making and visibility actions in at least one EU-funded project/programme in Thailand
- Experience of providing inputs to lay-out, design and visualization of visibility and communication products and experience of using multi-media and social networking as visibility and outreach tools, ideally also experience of writing for multi-media setting /social media would be an asset
- Knowledge of the European Union and/or EU Member States’ activities in Thailand as well as knowledge of the Communication and Visibility requirements for EU External Actions is a very strong asset.

Interested candidates should send – **via email** - a full CV (in English), including a copy of degree certificates, names of two referees and a one-page cover letter, no later than **Tuesday, 8 July 2025** to:

Poul Lassen, Team Leader, EU-Thailand Cooperation Facility (EUTHCF)
Funded by the European Union (EU) and implemented by DT Global IDEV Europe
Rama IV, Pathumwan, 10330 Bangkok - Thailand
Email: EUTHCF@dt-global.com

NOTE:

- *Only electronic applications – **submitted via email** - will be accepted for consideration and review.*
- *Only short-listed candidates will be contacted for interview.*
- *Oral presentations for an interview panel and written test will be part of the selection process.*