



# JOB ANNOUNCEMENT

**Position:** Stakeholder Engagement Specialist / Assistant  
**Project:** **The 1<sup>st</sup> Biennial Transparency Report (1BTR) and the combined Fifth National Communication and second Biennial Transparency Report (5NC/2BTR)**  
**Duty station:** Home-based, Bangkok, Thailand  
**Classification:** Consultancy  
**Employment:** 1 August 2025 – 31 December 2026  
**Closing date:** 15 July 2025

**Duties and responsibilities:**

Under the guidance and supervision of the Lead Expert/National Inventory and Climate Mitigation Advisor

- Facilitate meetings among key stakeholders to discuss the development of the national inventory and the progress on the National Determined Contribution (NDC)
- Prepare meeting materials, including agenda, presentations and background information for stakeholder meetings related to the BTRs and NC
- Take detailed meeting notes during stakeholder meetings and ensure that feedback and input are accurately captured
- Synthesize stakeholder feedback and input from meetings, and ensure that it is incorporated into project plans and decision-making processes
- Coordinate follow-up activities with key stakeholders after stakeholder meetings, including providing feedback on how their input is used and ensuring that their questions and concerns are addressed
- Work closely with the project team to ensure that stakeholder feedback and input are incorporated into project plans and decision-making processes
- Develop stakeholder communication materials such as fact sheets and stakeholder engagement plans
- Manage stakeholder databases and monitor stakeholder satisfaction levels related project implementation; and
- Provide regular updates and reports on stakeholder engagement related to the project and other project stakeholders

**Qualifications:**

- Hold a Master degree in natural resources management and environment, environmental economics, environmental engineering, and other faculties
- Possess a good understanding around the work of climate change and finance
- Possess a good interpersonal skill
- Possess good English listening, speaking and writing
- Has Microsoft Office skills e.g. MS-Word, MS-Excel, MS-Powerpoint
- Desirable: Has a good experience in financial management

If you are interested, please submit your resume to email: Admin ([sebe.tu23@gmail.com](mailto:sebe.tu23@gmail.com)) and Kate ([tutiya.b@gmail.com](mailto:tutiya.b@gmail.com)) before 15 July 2025

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