

01 November 2024

## Terms of Reference

**DW Akademie is looking for a Project Manager (f/m/d) based in Thailand on an invoice basis**

Position:	Project Manager
Program Name:	Displacement and Dialogue Asia
Location:	Thailand
Assignment period:	01 January 2025 – 31 December 2025 (with option for contractual renewal)
Availability:	Up to max. 220 working days for the full year
Schedule:	Individually agreed with DW Akademie supervisor
Languages required:	English, basic knowledge of a further language from the region beneficial (Bangla, Burmese, Thai)
Expected starting date:	01 January 2025
Contract:	Directly with DW Akademie's headquarters in Germany

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### **About Us:**

DW Akademie is Deutsche Welle's center for international media development, journalism training and knowledge transfer. With projects in more than 70 countries worldwide, our work strengthens the human right to freedom of expression and unhindered access to information. DW Akademie empowers people to make independent decisions based on reliable facts and constructive dialogue. DW Akademie is a strategic partner of the German Federal Ministry for Economic Cooperation and Development. We also receive funding from the Federal Foreign Office and the European Union.

### *Displacement and Dialogue Asia:*

DW Akademie supports information services by and for displaced people in South and Southeast Asia, enabling them to exercise their right to access to information and freedom of expression. We work with partners in the region to foster constructive dialogue, particularly among youth, on peacebuilding and social cohesion, and qualify media practitioners and experts.

## Scope of Work:

The applicant will have the following duties and responsibilities:

- Managing and overseeing the implementation of project activities, working with other project team members and partner organizations on project tracking, administration, monitoring and evaluation.
- Planning and organizing DW Akademie's project activities and business trips (incl. trainings, consultations, concept and management of sub-grants, events).
- Identifying and supporting the selection of experts, consultants and trainers.
- Networking with cooperation partners, stakeholders and other media development organizations.
- Moderation and facilitation of workshops and other events.

Other duties and responsibilities beyond the ones mentioned above may be required in the course of the project.

## Requirements and Qualifications:

- **Education:** Completed university studies (Masters/Bachelors) in media, communication, Asia studies, political science or similar field.
- **Professional experience:** At least ten years of professional experience in managing projects in the field of media development, civil society, communication or similar with both national and international project partners.
- **Media Development:** Sound understanding of the field of media development and the role of media, with particular attention to issues of peace, security, and media as well as digital knowledge.
- **Development Cooperation:** Familiarity with German and European Union development cooperation instruments and strategies.
- **Monitoring and Evaluation (M&E):** Advanced M&E skills such as data collection and analysis, evaluation methodologies and report writing, including understanding and application of logical frameworks and impact models.
- **Finance Management:** Sound knowledge of financial management and project reporting.
- **Regional expertise:** Detailed knowledge of media landscapes, development stakeholders as well as the current political and human rights situation in South and Southeast Asia.

- **Communication and networking skills:** Skilled in communication and networking, being able to draw on a wide network among the media, civil society and the government sector, as well as intercultural competence.
- **Language proficiency:** Very good English language skills, basic knowledge of a further language in South or Southeast Asia beneficial (Bangla, Burmese, Thai).

Successful applicants currently not based in Thailand must be willing to relocate. Visas and/or residency permits for non-nationals are the contractor's responsibility.

### **How to Apply:**

Applications shall be made in writing (in English or German) and provide the following:

- Letter of application, including your desired rate per day in EUR (all required local taxes, legal fees and social benefits are the contractor's responsibility).
- Curriculum Vitae (CV).

Please submit your application in electronic form to:

**dw-akademie.asia-and-europe@dw.com** with the subject line "Project Manager – Asia". **The deadline is 20 November 2024.** Please send all required documents in one PDF for submission. The size of the attachment should be limited to max. 3 MB. Interviews with shortlisted candidates will take place online starting late November 2024.