

As an international cooperation enterprise for sustainable development with worldwide operations, the German government owned Deutsche Gesellschaft fuer Internationale Zusammenarbeit (GIZ) GmbH operates on behalf of German Ministries, the governments of other countries and international clients. GIZ has a record for more than 60 years working in Thailand. For our activities in the field of renewable energy we are currently looking for an Office Manager.

### **Office Manager**

The Office Manager will support the GIZ Energy Team. Overall's objective of the project is to support the promotion of renewable energy technologies as a feasible alternative to conventional power generation. GIZ Energy Team provides information and advice to companies, aiming to help the realization of reference projects in the sector. The team supports both project development and implementation in renewable energy sectors with a particular focus on biomass, solar PV and biogas. It works closely with the Thai Ministry of Energy and Thai Provinces on renewable energy planning.

#### **Responsibilities:**

The Office Manager is responsible for the overall smooth and uninterrupted functioning of the Project Office. This includes a wide range of tasks such as: the maintenance of good communications with national and international institutions; supporting activities in the project; and, the daily execution of office administrative tasks. He/ She also implements and monitors overall financial accounting system of the project in line with GIZ standard procedures.

#### **Qualifications:**

We are looking for a candidate who possesses:

- University Degree in Business Administration, Accounting or other relevant field
- Minimum three years of experience in administrative services or other related fields in international organization
- Good knowledge of relevant operational and administrative policies, processes and procedures, including records management and filing
- Effective organizational and multi-tasking ability
- Proficiency in English language. German language is a plus.
- Excellent computer skills (Microsoft Office, email, internet)

This will be a fixed-term contract, starting as soon as possible and running until March 2018 (with high possibility of extension).

Please submit your application and CV to [chattayada.pattaragulwanit@giz.de](mailto:chattayada.pattaragulwanit@giz.de). The deadline for applications is Friday, May 19, 2017. Only shortlisted candidates will be contacted.

GIZ Office Bangkok

Mrs. Chattayada Pattaragulwanit

193/63 Lake Rajada Office Complex, New Ratchadapisek Road, Klongtoey, Bangkok 10110