

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.

The GIZ project “**Municipal Solid Waste and Wastewater Management**” (MSW/WW) is looking for an experienced Office Manager to efficiently manage the project office.

Office Manager

As a component of the Thai-German Climate Programme (TG-CP) which started in January 2018 the MSW/WW project contributes to the achievement of the overall goal of improving the framework conditions for implementing the Nationally Determined Contributions (NDCs) in Thailand on both, mitigation and adaptation to climate change. The scope of the programme targets five sectors relevant for NDC implementation including (1) national climate policy, (2) renewable energy, (3) MSW and wastewater, (4) agriculture and (5) water resources (ecosystem based adaptation). The programme will be implemented over a period of 4 years and shall terminate in December 2021.

The MSW/WW project will be supporting the Pollution Control Department (PCD) of the Thai Ministry of Natural Resources and Environment (MoNRE) in developing favourable framework conditions and regulations for MSW and WW. Moreover, the project will be cooperating closely with selected Provinces/Municipalities (Clusters) in Thailand to build up capacity and to develop and demonstrate resource efficient MSW and WW approaches.

Acting as the implementing partner of the project the office is situated in the premises of PCD. Other cooperating partners of the project include the Department of Local Administration (DoLA) of the Ministry of Interior and selected Municipalities.

Advisory services provided by the project will mainly be delivered by national and international Consultants which will be hired by the project for specific tasks and selected by means of public tendering.

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 five (5) 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 December 2021.

Please submit your application and CV to chattayada.pattaragulwanit@giz.de. The deadline for applications is Tuesday, February 20, 2018. Only shortlisted candidates will be contacted.

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