

The German government's international cooperation enterprise for sustainable development, Deutsche Gesellschaft für Internationale Zusammenarbeit (GIZ) GmbH, operates world-wide on behalf of German Ministries, the governments of other countries and international clients. GIZ has a record of more than 60 years working in Thailand. For the project “**Sustainable Palm Oil Production in Thailand**” we are currently looking for a Project Assistant

Project Assistant

Location: Muang District, Krabi

The Sustainable Palm Oil Production in Thailand Project will support the public and private partners in mainstreaming sustainable palm oil production in Thailand. The project aims at increasing demand and supply of sustainable palm oil in Thailand. Hence, the project focuses on development of public-private partnership, development of training of the trainer (ToT) curriculum and materials, capacity building of oil palm smallholders to achieve voluntary and international-recognized sustainability standard (i.e. Roundtable on Sustainable Palm Oil or RSPO), promotion of GHG mitigation practices in the Thai palm oil sector, and coordination among key stakeholders to further upscaling sustainable palm oil production.

To support project activities we are looking for a Project Assistant with the following responsibilities:

- ensure that the administrative needs of the office (i.e. purchasing office supply) are met independently, with a minimum of intervention
- ensure that financial and administrative tasks are managed and complied with GIZ regulations
- assist the project team in organising administrative and logistical aspects of project activities, such as meetings, training and workshops on mainstreaming sustainable palm oil production

Tasks

1. Coordination

The incumbent will

- ensure that administrative and financial information is exchanged between project staff, partners and other institutions
- accompany the project manager or other team members to meetings if necessary
- prepare and organise internal meetings
- support coordination with the experts in implementing the project activities & project scale-up.

2. Administration

The incumbent will

- be responsible for organising administrative and logistical aspects of project activities (meetings, workshops etc.)
- arrange travel arrangement of a business trip for project team members

- coordinate with the GIZ office on the mode of service delivery
- ensure that computers and software function properly
- monitor the availability of accessories and stocks and carries out procurement in accordance with guidelines
- be responsible for filing documents in reference files or in DMS in line with GIZ's filing rules
- manage confidential files, specifically in the areas of personnel and finance

3. Finance and accounting

The incumbent will

- help prepare programme budget planning
- help monitor expenses in accordance with the budget
- check travel expense statements of staff for approval by the superior
- maintain petty cash of the project
- settlement of travel claims and other expenses (i.e. receipt, invoice, advance budget)

4. Other duties/additional tasks

The incumbent will

- perform other duties and tasks at the request of management

We are looking for a candidate who possesses (the equivalent of):

- Minimum 2 years of experience in administrative services or other related University Degree in Business Administration, Accounting or other relevant field
- Good knowledge of relevant operational and administrative policies, processes and procedures, including records management and filing
- Effective organizational, communication and multi-tasking ability
- Proficiency in English language. German language is a plus
- Excellent computer skills (Microsoft Office, Microsoft Excel, email, internet).

This will be a fixed-term contract, starting in January 2019 and running until December 2020 (with high possibility of extension).

GIZ Thailand is an equal opportunity employer and actively encourages gender diversity within the company and operations.

Please submit your application and CV to chattayada.pattaragulwanit@giz.de. The deadline for applications is Friday, November 30, 2018. Only shortlisted candidates will be contacted.

GIZ Office Bangkok

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<https://www.youtube.com/channel/UCeyVDmQIGbPvII5Ccob91JQ>

<https://www.youtube.com/user/GIZonlineTV>