

As an international cooperation enterprise for sustainable development with worldwide operations, the German government owned Deutsche Gesellschaft für Internationale Zusammenarbeit (GIZ) GmbH operates 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 a project on “**Thai Rice NAMA**” we are currently looking for a Project Assistant.

### Project Assistant

Achieving sustainable development for food security and livelihoods requires the agriculture sector to be more sustainable, inclusive and resilient. In Thailand, GIZ and Rice Department has collaborated in support of sustainable rice production system and rice value chains through capacity building and public-private partnership. To achieve this, Thai Rice NAMA, funded by the NAMA Facility, will enable a shift towards low-emission rice production in Thailand (outcome) through a combination of three core components which are 1) enabling farmers to implement low-emission rice farming, 2) supporting entrepreneurs in providing mitigation services to farmers, and 3) policy formulation and supporting measures promoting low-emission production at the national political level. The project will reach out to 100,000 farmer households in the six central plains provinces, namely, Chainat, Ang-thong, Pathum Thani, Singburi, Ayutthaya, Suphanburi (CAPSAS).

In addition, GIZ also implements other rice and non-rice agriculture support projects under the Agriculture and Food Cluster in which project administration support is needed. We are looking for a Project Assistant with the following responsibilities and tasks:

- To maintain the office operation to run smoothly, properly and safely on daily basis.
- To maintain document filing at the office and also in the GIZ Intranet (DMS).
- To support monitoring of procurement of equipment, office supplies and contracts.
- To maintain filing of office assets and inventory list.
- To support organisation of rooms or venues and required equipment, documentation and materials as well as restaurant and catering for meetings, events and workshops.
- To coordinate invitations for meetings, events and workshops
- To arrange flight and hotel bookings for the project team members.
- To support the travel management including travel advance and expense settlement.
- To prepare administrative documents according to GIZ Rules & Regulations on payment process.
- To support any other administrative tasks as assigned by supervisor.

## Qualifications:

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

- Bachelor degree in relevant field of work or related studies (environmental and agricultural background has an advantage);
- At least 1 year of professional working experience in a similar position;
- Ability to communicate with and relate easily to both international and national colleagues;
- Good working knowledge of modern telecommunication systems (telephone, fax, e-mail, internet and its software);
- Good command of Thai and English in writing and speaking; knowledge of German is an advantage.

This will be a one-year contract 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](mailto:chattayada.pattaragulwanit@giz.de). The deadline for applications is Friday, November 30, 2018. Only shortlisted candidates will be contacted.

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

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