

GIZ, the Deutsche Gesellschaft für Internationale Zusammenarbeit GmbH, is a federal enterprise that supports the German government in achieving its objectives in the field of international cooperation for sustainable development. GIZ has been supporting the Thai Government for more than 60 years. For the project “**Regional Cooperation Programme in TVET in the ASEAN Region**” we are currently looking for an office manager.

Office Manager

The Regional Cooperation Programme to Improve the Quality and Labour Market Orientation of Technical and Vocational Education and Training (RECOTVET) has been commissioned by the German Federal Ministry for Economic Cooperation and Development (BMZ) from July 2017 to June 2020. The programme objective is to strengthen the human resources, institutional capacities and know-how for harmonized TVET systems in the ASEAN region. It contributes directly to the ASEAN Work Plan on Education 2016-2020. Key stakeholders are ASEC and SEAMEO and the ten ASEAN member states with a focus on countries where bilateral TVET Programmes are implemented (Vietnam, Lao PDR, Myanmar and Indonesia).

The programme provides services in three action areas: (1) strengthening the capacity of regional organizations working on TVET, (2) increasing participation of business and industry in TVET and (3) improving regional training of TVET personnel.

The first action area promotes regional policy dialogue for TVET decision-makers and supports the development of a cross-sectoral working body and a regional knowledge-platform. The second action area strengthens the capacity of business associations and chambers to actively influence the development of TVET in line with their interests. It also promotes training of in-company trainers. The third action area supports the qualification of TVET personnel. Regional research and training institutions are supported in the development and implementation of qualification modules prospectively on quality assurance, industry 4.0 and social skills. Finally, RECOVET supports ASEAN member states in working with the Regional TVET Teacher Standard and Regional In-Company Trainer Standard that were developed by regional experts with support from GIZ in previous TVET programmes.

To support programme activities RECOTVET is looking for an office manager with the following responsibilities:

Responsibilities:

The **Office Manager** is responsible for the overall smooth and uninterrupted functioning of the RECOTVET project office in Bangkok and coordinate with RECOTVET project office in Hanoi. He / she will

- Maintain good communications with partners from national, regional and international institutions;
- Organize meeting, workshops and provide administrative support and logistics;
- Consolidate consultants' bidding documents and prepare consultants' documents
- Maintain a filing system for the office and an inventory list;
- Procure and maintain office equipment;
- Execute daily the office administrative and accounting tasks. He/ She also implements and monitors overall financial accounting system of the project in line with GIZ standard procedures;
- Handle petty cash, cash advance, and travel claim documents;
- Prepare financial reports to GIZ BKK Office;
- Check correctness of expenditures and payments;
- Monitor staff leave record.

Qualifications:

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

- Minimum five (5) years of experience in administrative services or other related fields in international organization;
- 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 as soon as possible and running until June 2021.

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

GIZ Office Bangkok

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