

Deutsche Gesellschaft für Internationale Zusammenarbeit (GIZ) GmbH is an international cooperation enterprise for sustainable development with worldwide operations. GIZ promotes complex reforms and change processes, often working under difficult conditions. Its corporate objective is to improve people's living conditions on a sustainable basis. GIZ International Services (InS) is the company's business department offering services to international clients such as the European Commission. We are currently looking for a Project Coordinator to start as soon as possible and assist the Sustainable Consumption and Production Facility – SWITCH Asia II Team in Bangkok, Thailand.

Project Coordinator

A. Responsibilities

The Project Coordinator will provide project and management assistance, including secretarial and administrative support to the Key Experts. She/he will report to Team Leader

In this context, the position holder fulfils the following tasks:

B. Tasks

In the area of management assistance:

- Participate and contribute to the team meetings
- Help in preparation and provide substance for meetings/ workshops organised by the SWITCH Asia SCP Facility
- Provide day to day support to the team leader and Key experts of the SWITCH Asia SCP Facility
- Contribute, as much as possible and relevant, to the substance of selected SWITCH Asia SCP Facility reports including inception report, narrative report, final project report

In supporting the project management:

- Co-manage calendars, traveling and appointments of Key Experts and Project Managers
- Follow preparation and compile mission reports and time sheets from KEs
- Managing the activity and timesheet approval process (EU) for the 4 KEs
- Compiles and organizes reports, time sheets of consultants and NKEs
- Compilation of event documentation and outputs
- Logistics and management support of trainings/events on site
- Communication with Consortium partners (GIZ, IGES and adelphi) as needed as well as with other stakeholders as required, such as ASEAN, APRSCP;
- Inventory management (supplies and materials), Onsite Asset
- Procurement of goods up to 2.500 EUR
- Procurement of services (experts and consultants, hotel, suppliers, caterers, etc.)
- Flexible support to project managers as required

In the area of secretarial and administrative support:

- Written correspondence, phone calls; messenger service; registering incoming and outgoing post
- Preparation of meetings, including the set-up of telephone and video conferences
- Preparation of workshop logistics, supplies and equipment

- Reception of visitors
- Maintaining a reservation calendar for the team and the meeting room
- Handling of travel arrangements (incl. flight and hotel booking, expense reports)
- Filing and continuous improvement of filing structures and systems
- Coordination and ordering of all office supplies
- Petty Cash (Winpaccs cashbook)
- Other administrative and secretarial tasks as requested and required.

C. Required qualifications, competences and experience qualifications

- Master's degree in secretary Management, business administration or have 3 – 4 years of experience
- Topical experience on SCP/green economy/circular economy, programme development desirable
- Keen to learn and contribute to the substance of the SWITCH Asia SCP Facility
- Fluent in English (written and spoken office language)
- Able to adapt easily and to work independently while being a good team player
- Excellent organizational skills and strong ability to meet agreed targets
- Able to work precisely under high time pressure and workload
- Service-oriented attitude
- Working experience with ASEAN and EU is an asset
- Working experience with GIZ is an asset

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 Friday, 31st May 2019. Only shortlisted candidates will be contacted. GIZ Thailand is an equal opportunity employer and actively encourages gender diversity within the company and operations.

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