

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. The “**Mainstreaming Sustainable Rice through the Sustainable Rice Platform (SRP)**” project is currently looking for a SRP Office Manager and Finance Officer.

SRP Office Manager and Finance Officer

The **Sustainable Rice Platform e.V. (SRP)** is a global multi-stakeholder alliance launched in 2011, that works to safeguard livelihoods of farmers while minimizing environmental impacts of rice production. It has fostered partnerships to enable farmers to adopt sustainable rice cultivation practices, connected farmers with buyers seeking sustainably produced rice, and driven scale through advocacy. The SRP has proven that by following sustainable practices, smallholder farmers can produce at lower cost, increase net incomes, protect their health, and reduce the environmental and climate footprint of rice cultivation. See www.sustainablerice.org.

The SRP Secretariat is responsible for establishing and managing systems and processes to enable the SRP to operate effectively; it supports over 100 SRP Members to engage in these processes.

The **Mainstreaming Sustainable Rice through the SRP** project (2020 – 2023) will support the SRP e.V. to upgrade its tools, systems and processes for use at a larger scale – to multiply the production of and demand for sustainable rice.

Project activities will result in a stronger SRP that can coordinate and expand initiatives to reach and deliver tangible benefits to 1 million smallholder farmers by 2023 and beyond the project term.

The project will focus on:

- Establish SRP National Chapters to optimize country-level approaches and mainstream sustainable practices through policy measures;
- Elevate SRP Standard and Performance Indicators and associated upstream capacity building systems to meet international benchmarks for credible standards;
- Increase value of SRP Trademarks and broker relationships with downstream rice value chain actors to expand market penetration;
- Engage in data-driven reporting on impacts for more powerful communications and more effective knowledge management; and
- Work with scaling partners to drive sector transformation.

In support of the Sustainable Rice Platform e.V., we are looking for a **SRP Office Manager and Finance Officer** who will provide cross-cutting support to the team.

Responsibilities and Tasks:

He/she will rapidly achieve proficiency in the current tools, systems and processes used by the SRP in order to serve SRP effectively in the tasks listed below. He/she may be assigned additional tasks to support the SRP Secretariat.

1) Office Management

- Supporting the set-up of a physical office and office protocols for the SRP Secretariat
- Maintaining and updating a physical filing system for the office and filing necessary documents in SRP electronic systems and/or in the GIZ intranet (DMS)

- Maintaining the office operation to run smoothly, properly and safely
 - Scheduling, updating and notifying of appointments
 - Managing incoming and outgoing correspondence (e-mail, post)
 - Clerical duties that involve the ordering of equipment, office supplies and other inventories
 - Handling other office administrative tasks as required on daily basis
- 2) Events and Travel Management
- Coordinating invitations for meetings, events and workshops
 - Preparing information material for meetings
 - Organizing rooms or venues and required equipment for meetings, events and workshops
 - Arranging restaurant reservations, catering for events, etc.
 - Arranging flight and hotel bookings for the team and, if necessary, for guests
 - Supporting visa application processes
 - Supporting travel expense settlement and advance requests
- 3) Contract Management
- Maintaining and updating filing of contract documents
 - Supporting the preparation of ToRs and management of contract arrangements for short-term consultants within the region
 - Supporting the financial management of contracts with organizations within the region
 - Liaising with finance/contract staff of organizations in the region to ensure sound financial management and reporting of contracts according to protocols
- 4) Book-keeping and Financial Administration
- Maintaining and updating filing of financial documents, office assets and inventory list
 - Handling bank-related matters and petty cash
 - Executing cash payments and collecting or preparing proper receipts
 - Arranging payment of incoming invoices, such as for telephone, mobile phone, internet
 - Issuing outgoing invoices, such as for SRP membership dues and training fees
 - Monitoring budget and expenses and producing monthly / quarterly / annual reports
 - Coordinating closely with the SRP Treasurer and the GIZ Country Office Finance Team
 - Coordinating with external accounting and auditing service providers when requested

Qualifications:

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

- Degree in accounting, business administration or an area that is relevant to completing the responsibilities and tasks
- Minimum five (5) years of experience in administrative services or related field in international organizations
- Demonstrated experience in applying operational and administrative policies, processes and procedures, including records management and use of accounting software
- Proficiency in Thai and English languages is required; German language is an asset
- Team player with strong organizational, multi-tasking and communication skills
- Excellent computer literacy (Microsoft Office, email, internet)

Contract:

This will be a fixed-term contract, starting in November 2020 and running until October 2021 (with high possibility of extension).

Staff onboarded by GIZ will be seconded to the Sustainable Rice Platform e.V. for day-to-day direction on the responsibilities and tasks listed above. The staff will serve as a full member of the SRP Secretariat. The SRP Secretariat is led by the SRP Executive Director.

Duty station will be in Bangkok, Thailand.

Application:

Please submit your application and CV to chattayada.pattaragulwanit@giz.de. The deadline for applications is 16 October 2020. Only shortlisted candidates will be contacted. GIZ Thailand is an equal opportunity employer and actively encourages gender diversity within the company and operations.

GIZ Office Bangkok
Mrs. Chattayada Pattaragulwanit
193/63 Lake Rajada Office Complex, New Ratchadapisek Road, Klongtoey, Bangkok 10110

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

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