

Owned by the German Government, the Deutsche Gesellschaft für Internationale Zusammenarbeit (GIZ) GmbH provides services in the field of international cooperation for sustainable development. GIZ works on behalf of public and private sector clients in both Germany and overseas. In Thailand, GIZ has a record more than 60 years and numerous projects have been implemented over time. The main focuses of GIZ Thailand at the present are climate change, private sector cooperation and training hub.

Currently, we are looking for a **Project Assistant** to perform the administrative support of the following programmes funded by the German Federal Ministry for Environment, Nature Conservation and Nuclear Safety (BMU) and implemented:

1. Clean, Affordable, and Secure Energy for Southeast Asia or CASE – A regional programme, that aims to drive change in the power sector in South East Asia (SEA) towards increased ambitions with regards to climate change. It focuses on the four main SEA countries in terms of energy demand – Indonesia, Philippines, Thailand and Vietnam – as well as foresees regional interventions. CASE will also support coordination in the SEA power sector, provides technical and policy support and facilitate dialogue and communication around a new energy vision. Through these activities, CASE will directly contribute to the transition of the power sector towards an innovative, economically successful and environmentally friendly model for SEA.
2. Thai-German Climate Programme, Energy Project or TGCP-Energy – The Thai-German Climate Programme (TGCP) was established to support Thailand to achieve its target of 20% GHG reduction compared to the business-as-usual (BAU) level as stated in the Nationally Determined Contribution (NDC) by 2030. TGCP-Energy is an energy project which is part of TGCP with a dedicated focus on the energy sector. The project is jointly implemented by the Permanent Secretary Office, the Ministry of Energy (MoEN) of Thailand and GIZ. The TGCP-Energy supports the MoEN in finding a balanced way to promote environmentally friendly energy systems while ensuring security of energy supply by providing solid, practical, and innovative recommendations.

Project Assistant

Responsibilities:

In close cooperation with the office manager and under a supervision of the project director, the incumbent will be responsible as follows:

1. Office Operation

- Maintain the office operation to run smoothly, properly and safely
- Schedule, update and notify of appointments
- Manage incoming and outgoing correspondences (e-mails, posts)
- File, maintain and update documents physically and electronically according to GIZ guidelines
- Maintain office equipment, office supplies and other inventories
- Record, maintain and update office assets in inventory system
- Monitor staff leave record

2. Travel and Event Management

- Organize rooms or venues and required equipment for meetings, events and workshops
- Arrange restaurant reservations, catering for events, etc.

- Arrange flight and hotel bookings for the team based in Bangkok and other countries and, if necessary, for guests
- Support visa application processes
- Apply for the GIZ online travel insurance for project national staff when travelling abroad as well as for partners and the invited participants to the project related events
- Ensure the security risk management information to the international guests visiting Thailand
- Support the project staff on invitations and registrations for meetings, events and workshops
- Process cash advance for travel requests and travel claims

3. Financial Administration

- Handle petty cash and all bank-related matters
- Execute cash payments and collect proper supporting documents e.g. invoices and receipts
- Arrange payment of incoming invoices, e.g. telephone, mobile phone, internet etc.
- Procure office equipment, office supplies and other required assets
- Process procurement of goods and services with vat exemption while coordinating with partner focal point for approvals and the project staff on planning
- Coordinate closely with Finance and Admin Team at GIZ Country Office

4. Others

- Perform other administrative duties as assigned
- Act as a backstop of the office manager while she will also be your backstop when needed

Qualifications:

Education:

- Bachelor's Degree in Business Administration, Accounting or other relevant fields

Work Experience:

- Minimum of 2 years of professional work experience in administrative services or other related fields in international organization

Personal Competency:

- Good knowledge of relevant operational and administrative policies, processes and procedures, including inventory and filing 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).
- Excellent verbal and oral communicator with service-oriented character
- Excellent interpersonal skills with likable personalities, initiative, and creative
- Team player with ability to take challenges, pressure and deadline with a positive attitude
- Ability to work independently and in teams including both internal and external experts
- Social, intercultural understanding and interest, flexibility, ability to work in team, sense of diplomacy, ability to a politically sensitive environment, highly motivated
- Adaptable to rapidly changing priorities and able to manage multiple deadlines
- Willingness to up skill as required by the tasks to be performed

This will be a fixed-term contract, starting as soon as possible and running at least until March 2022 (with possibility of extension).

Please read carefully the add and **submit a CV AND a cover letter in English** to chattayada.pattaragulwanit@giz.de. The deadline for applications is December 2, 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

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

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