

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 “**Thai-German Climate Program – Agriculture Component (TGCP-Agriculture)**” project is currently looking for a Maid.

Maid

The TGCP-Agriculture project commenced in January 2018 and will run until December 2021. The project aims at supporting national and subnational implementation of Nationally Determined Contributions (NDCs) in Thailand. TGCP-Agriculture supports the rice sector in integrating climate adaptation and mitigation in the rice sector policy and strategies, promote and enhance capacity of agriculture officers and farmers in sustainable rice cultivation with focus given to low-emission practices, and introduce a Measurement, Reporting and Verification (MRV) system in the rice sector that is linked to improved farming practices with benefits in mitigation of and adaptation to climate change.

In addition to the TGCP-Agriculture project, GIZ and Rice Department are also initiating other rice sector support projects in which coordination and collaboration between the two agencies and other relevant stakeholders is needed. To keep the office premises clean and tidy as well as carry out other tasks needed to run the office smoothly, we are looking for a Maid with the following responsibilities and qualifications.

Responsibilities and Tasks:

1. Office services

- Clean the rooms, furniture, office equipment, and windows
- Check and refill cleaning, kitchen and washroom supplies
- Assist in preparation of meeting, e.g. set up the conference rooms and prepare coffee break
- Provide service at meetings, e.g. serve coffee and tea for guests and visitors
- Report need for refill of cleaning materials, water, coffee etc. to the responsible administrative staff
- Deliver documents and letters

2. General tasks

- Report damages to office areas and equipment
- Perform any other duties assigned by the management

Qualifications:

- High school diploma or equivalent
- At least 1-3 years working experience in a comparable position.
- Sensitivity in handling and depositing of documents which may be important
- Reliability, punctuality and good organization skills.
- A good spoken command of English is an additional advantage

This will be a one-year contract with high possibility of extension.

Please submit your application and CV to chattayada.pattaragulwanit@giz.de. The deadline for applications is January 22, 2021. 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

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More information about GIZ:

<https://www.giz.de/en/html/index.html>

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

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