

As an international cooperation enterprise for sustainable development with worldwide operations, the German government owned Deutsche Gesellschaft für Internationale Zusammenarbeit (GIZ) GmbH operates 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. For the Project “Value Chain in Central Plain and SARI” we are currently looking for a Project Assistant.

Project Assistant

I Background:

Value Chain in Central Plain (VACHA) project is under collaboration between Thai Rice Department, GIZ and Mitsuphan Co., Ltd, subcompany of Olam International. This project supports 1,000 – 1,200 farmers in Central Plain to grow RD81 rice sustainably and link with transparent and fair international market.

In addition, Sustainable Aromatic Rice Initiative (SARI) project is under collaboration between Thai Rice Department, Mars Food, HERBA Bangkok (Ebro), and GIZ and is supporting 1,200 farmers in Roi-Et. The project’s core strategy includes:

- Training farmers to be able produce sustainable rice and compliance with SRP standard.
- Strengthen farmers’ capacity through CRCs empowerment.
- Facilitating market links for sustainable rice (SRP) for changing production to allow segregation of certifiable rice.
- Reducing production costs through more direct sourcing and improved farmer livelihoods.

II Objectives of the assignment:

The Project Assistant will be responsible for coordinating with field office in Suphanburi, Chainart, and Roi-Et as well as supporting Office Manager in term of administrative tasks at Nana office.

Scope of the assignment

1) Office Management

- Support Office Manager to maintain the office operation to run smoothly, properly and safely on daily basis
- Filing documents in reference files or in the GIZ Intranet (DMS)
- Support on monitoring and procurement of equipment, office supplies and other inventories that are required
- Maintaining filing of office assets and inventory list

2) Event- and Travel Management

- Organising rooms or venues and required equipment for meetings, events and workshops
- Coordinating invitations for meetings, events and workshops

- Preparing information material for meetings
 - Arranging restaurant reservations, catering for events, etc.
 - Arranging flight and hotel bookings for the team in Bangkok and if necessary, for field staffs
 - Supporting the travel management including travel expense settlement and advance request
- 3) Accounting and Financial Administration
- Preparing document to align with GIZ Rules & Regulations on payment process.
 - Settling advance for field office.
- 4) Other related task assigned by supervisor

This will be a fixed-term contract, starting as soon as possible and running until December 2021 (with possibility for 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

193/63 Lake Rajada Office Complex, New Ratchadapisek Road, Klongtoey, Bangkok 10110

More information about GIZ:

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

<https://www.youtube.com/channel/UCeyVDMQIGbPvII5Ccob91JQ>

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