

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. For the project “**Sustainable Palm Oil Production in Thailand**” we are currently looking for an **Office Manager**

Office Manager

Location: Muang District, Krabi

The Sustainable Palm Oil Production in Thailand Project will support the public and private partners in mainstreaming sustainable palm oil production in Thailand. The project aims at increasing demand and supply of sustainable palm oil in Thailand. Hence, the project focuses on development of public-private partnership, development of training of the trainer (ToT) curriculum and materials, capacity building of oil palm smallholders to achieve voluntary and international-recognized sustainability standard (i.e. Roundtable on Sustainable Palm Oil or RSPO), promotion of GHG mitigation practices in the Thai palm oil sector, and coordination among key stakeholders to further upscaling sustainable palm oil production.

To support project activities we are looking for an Office Manager with the following responsibilities:

- ensure that the administrative needs of the office (i.e. purchasing office supply) are met independently, with a minimum of intervention
- ensure that financial and administrative tasks are managed and complied with GIZ regulations
- assist the project team in organising administrative and logistical aspects of project activities, such as meetings, training and workshops on mainstreaming sustainable palm oil production

Tasks

1. Coordination

The incumbent shall

- ensure that administrative and financial information is exchanged between project staff, partners and other institutions
- accompany the project manager or other team members to meetings if necessary
- prepare and organises internal meetings
- coordinate with the GIZ office on the mode of service delivery

2. Office Management

The incumbent shall

- maintain the office operation to run smoothly, properly and safely
- schedule, update and notify of appointments
- manage incoming and outgoing correspondence (e-mail, post)
- file documents in reference files or in the GIZ Intranet (DMS)
- participate in and documenting the results of (team) meetings and workshops
- perform clerical duties that involve the ordering of equipment, office supplies and other inventories that are required
- ensure that computers and software function properly
- handle office administrative tasks on daily basis

3. Administration and Contract Management

The incumbent shall

- maintain and update a filing system for the office
- support the preparation of ToRs and management of contract arrangements for short-term consultants within Thailand and the region
- support the preparation and financial management of contracts with organisations in the region
- liaise with finance / contract staff of organisations in the region to ensure sound financial management and reporting of contracts according to GIZ standards
- manage confidential files, specifically in the areas of personnel and finance
- be responsible for organising administrative and logistical aspects of project activities (meetings, workshops etc.)

4. Accounting and Financial Administration

The incumbent shall

- handle petty cash and all bank-related matters
- help prepare programme budget planning
- help monitor expenses in accordance with the budget
- manage and monitor the monthly accounting and financial plans
- be responsible for financial management, such as cash withdrawals, keeping the cashbook, bank accounts, preparing and entering vouchers
- check travel expense statements of staff for approval by the superior
- initial cash withdrawals for the project
- carry out spot checks of the cash and bank book
- check requests for funds before release
- coordinate closely with Finance and Admin Team at GIZ Country Office

5. Event- and Travel Management

The incumbent shall

- organise rooms or venues and required equipment for meetings, events and workshops
- coordinate invitations for meetings, events and workshops
- prepare information materials for meetings
- arrange restaurant reservations, catering for events, etc.
- support visa application processes (if any)
- arrange flight and hotel bookings for the team in Bangkok and if necessary, for staff from other countries or guests.
- support the travel management including travel expense settlement and advance request

6. Other duties/additional tasks

The incumbent shall

- Perform other tasks as assigned by the supervisor.

Qualifications:

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

- University degree in relevant specialisation and qualification in business administration desirable (equivalent of BA or MBA)
- At least 3 years' professional experience in a comparable position
- good working knowledge of ITC technologies (related software, phone, fax, email, the internet) and computer applications (e.g. MS Office)
- good knowledge of English. A knowledge of German is an asset
- in-depth understanding of financial planning and accounting
- broad experience of management and administration
- good knowledge of relevant operational and administrative policies, processes and procedures, including records management and filing
- effective organizational, communication and multi-tasking ability
- willingness to upskill as required by the tasks to be performed –corresponding measures are agreed with management

This will be a fixed-term contract, starting in February 2021 and running until January 2022 (with high possibility of extension).

GIZ Thailand is an equal opportunity employer and actively encourages gender diversity within the company and operations.

Please submit your application and CV to chattayada.pattaragulwanit@giz.de. The deadline for applications is January 31, 2021. Only shortlisted candidates will be contacted.

GIZ Office Bangkok

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