

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.

### **Office Assistant / Driver**

For our GIZ Office Bangkok we are currently looking for an Office Assistant / Driver with the following responsibilities.

He / She will:

- Assist office staff in scanning, filing, photocopying, and maintaining stores when required.
- Assist in the mailing and distribution of documents and arrange to pay office telephone and other bills, as required.
- Support other colleagues in case of need and do other office work as assigned.
- Ensure provision of reliable and safe driving services by driving office vehicles for the transport of GIZ staffs, partners and visitors and delivery and collection of mail, documents, and other items
- Ensure cost-savings through proper use of vehicle through accurate maintenance of daily vehicle logs, provision of inputs to preparation of the vehicle maintenance plans and reports.
- Ensure proper day-to-day maintenance of the assigned vehicle through timely minor repairs, arrangements for major repairs, timely changes of oil, check of tires, brakes and water levels, car washing, etc. so that the vehicle is always kept clean and in good running condition.
- Ensure availability of all the required documents/supplies including vehicle registration, vehicle logs, office directory, map of the city/country, first aid kit, and necessary spare parts in the assigned vehicle.
- Ensure that the steps required by rules and regulations are taken in case of involvement in an accident.
- Perform other tasks as assigned by the supervisor.

### **Qualifications:**

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

- Completed Secondary Level education
- Valid driver's license
- Three years of work experience as a driver in an international organization, embassy or UN system with a safe driving record
- Knowledge of driving rules and regulations, chauffeur protocol and courtesies, and local roads and conditions
- Having a first-aid certification will be an advantage
- Skills in minor vehicle repairs
- Good communication skill in Thai and English
- Willingness to upskill as required by the tasks to be performed – corresponding measures are agreed with management
- Thai nationality.

This will be a fixed-term contract starting as soon as possible and running until December 2023 with the high potential of an extension.

Please submit your application and CV to [norrapat.taratonrattanakul@giz.de](mailto:norrapat.taratonrattanakul@giz.de). The deadline for applications is November 30, 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

Mrs. Chattayada Pattaragulwanit

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

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