

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 our projects on “SCP Outreach – The Next Five and Collaborative Actions for Single-use Plastic prevention (CAP SEA)” we are currently looking for an experienced office manager.

### **Office Manager**

Southeast Asian countries have expressed their concern and committed to play a proactive role in addressing climate change through their declarations at the recent UN Conferences on Climate Change. The ASEAN Vision 2020 calls for “a clean and green ASEAN” with fully established mechanisms to ensure the protection of the environment, sustainability of natural resources and high quality of life for the people in the region. Green Public Procurement (GPP), eco-labeling and Single-Use Plastic (SUP) prevention are important instruments to increase sustainable consumption and production and at the same time contribute directly to reduce GHG emissions and marine littering. Recently, these instruments have gained more and more importance in the region. Some countries have already started to implement GPP, eco-labeling and develop policies to reduce SUP consumption, yet the levels of implementation are different across the countries because of various factors: lack of supporting policies, legal framework and requirements, public awareness, availability of existing systems, to name a few.

The projects (here SCP Outreach – The Next Five and Collaborative Actions for Single-use Plastic prevention (CAP SEA)) will contribute to climate change and plastic mitigation by promoting the development or mainstreaming of SCP policy frameworks supportive of low carbon economies, the strengthening and uptake of Sustainability Information Systems and tools to reduce GHG and plastic emissions through better informed decisions among consumers. Baselines will be measured reduction options in key sectors will be identified, taking into account potential trade-offs, as well as economic and social impacts.

In the Southeast Asian region, being one of the biggest consumers, the governments will activate the creation and strengthening of green and climate- and ocean friendly markets through the establishment of specific standards for public procurement, using a huge potential for reducing GHG and plastic emissions. The two projects are focusing on the countries Thailand, Cambodia, Laos, Vietnam, and Bhutan (SCP Outreach), respectively Thailand, Malaysia, Indonesia (CAP SEA). The projects are based in Thailand with offices in the other countries.

### **Responsibilities and Tasks:**

#### **1) Office Management**

- Maintain the office operation to run smoothly, properly, and safely
- Scheduling, updating, and notifying of appointments
- Managing incoming and outgoing correspondence (e-mail, post)
- Filing documents in reference files or in the GIZ Intranet (DMS)
- Participating in and documenting the results of (team) meetings and workshops
- Clerical duties that involve the ordering of equipment, office supplies and other inventories that are required.
- Coordinating with partner focal point on vat exemption for purchase of goods and service.
- Handling office administrative tasks on daily basis

2) Event- and Travel Management

- Organizing 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.
- Supporting visa application processes
- Arranging flight and hotel bookings for the team in Bangkok and if necessary for staffs from other countries or guests.
- Supporting the travel management including travel expense settlement and advance request
- Acting as project security officer for the security risk management with GIZ Thailand
- Applying 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.
- Ensuring the security risk management information to the international guests visiting Thailand

3) Administration and Contract Management

- Maintaining and updating a filing system for the office
- Supporting the preparation of ToRs and management of contract arrangements for short-term consultants within Thailand and the region
- Supporting the preparation and financial management of contracts with organizations in the region
- Liaising with finance / contract staff of organizations in the region to ensure sound financial management and reporting of contracts according to GIZ standards

4) Accounting and Financial Administration

- Handling petty cash and all bank-related matters
- Executing cash payments and collecting or preparing proper receipts
- Arranging payment of incoming invoices, e.g. telephone, mobile phone, internet etc.
- Maintaining filing of financial documents, office assets and inventory list
- Managing budget and expense monitoring and Producing the monthly / quarterly / annual report
- Coordinating closely with Finance and Admin Team at GIZ Country Office

5) Other related task assigned by supervisor

**Qualifications:**

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

- Minimum five (5) years of experience in administrative services or other related fields in international organization;
- University Degree in Business Administration, Accounting or other relevant field;
- Good knowledge of relevant operational and administrative policies, processes and procedures, including records 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);
- Thai nationality.

This will be a fixed-term contract, starting as soon as possible and running until March 2024. There is a possibility of continuing beyond this date.

Please submit your application and CV to [norrapat.taratonrattanakul@giz.de](mailto:norrapat.taratonrattanakul@giz.de). The deadline for applications is December 25, 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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