

As an international cooperation enterprise for sustainable development with worldwide operations, the Deutsche Gesellschaft für Internationale Zusammenarbeit (GIZ) GmbH, owned by the German government, 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. As part of GIZ Thailand's Environment and Climate Cluster, we are currently looking for an Office Manager to support the implementation of project activities.

Office Manager

Thai-German cooperation on climate change started with its first joint projects in 2008 and up until now Thailand has already taken substantial steps both in the field of climate change mitigation and adaptation. In the area of climate change policy development, GIZ works closely with the Office of Natural Resources and Environmental Policy and Planning (ONEP) as the main political partner and in cooperation with other key line agencies on improving the climate change policy environment and enabling the implementation of these policies at the national and subnational level. To ensure efficient project implementation in this multi-stakeholder environment in line with international standards, the role of an Office Manager is integral and key to project's success. We as integrated team of national and international climate and environmental policy analysts and political scientists, under the Climate Policy component of the Thai-German Climate Programme (TGCP), are now seeking for an interested candidate to complement our team and provide these key supporting functions of project implementation.

Main responsibilities:

- ensuring that project implementation runs smoothly
- ensuring good communication flow with the project director and staff
- performing daily operations of all administrative tasks for the project director and the entire project office
- filing documents in reference files or in DMS in line with GIZ's filing rules

To exercise the Office Manager's responsibilities, the following tasks are foreseen:

A. Office management, office coordination and secretariat services

- performs general office management tasks to ensure project office is well-equipped and well-maintained to support well-functioning of project staff, while consulting closely with project director

- manages and organises incoming and outgoing correspondence (phone, post, fax, email)
- welcomes visitors in a friendly manner and serves them with beverages
- coordinates appointments as requested by the project director
- coordinates and organises rooms for meetings, and arranges equipment etc. required
- prepares and organises information materials for the project director and/or meetings
- participates in internal and external meetings and workshops and assists with preparing and documenting these
- assists in creating, updating, and maintaining a filing system for the office, treats information confidentially, specifically in the areas of personnel and finance
- maintains the inventory list for the office/project/programme, as required by project
- performs other duties and tasks at the request of management

B. Financial management and accounting services

- Implements and monitors for an overall smooth and correct functioning of the complete financial accounting system of the project in line with GIZ standard procedures, ensuring that the services are provided correctly according to GIZ Financial and Accounting Guidelines and Procedures
- Carries out accounting on the basis of WIN PACS accounting software
- Handles petty cash and all bank-related matters
- Executes cash payments and collects/prepares proper receipts
- Checks and updates the cash book (bank and petty cash transactions), and monitors the daily cash flow records and the level of liquidity
- Prepares monthly/balance sheets/bank reconciliation/cash payment reports and monthly project journal/financial report
- Calculates daily allowance and staff over time (if any)
- Verifies correctness of vouchers, incoming invoices, e.g. plane tickets, hotel, telephone, mobile phone, internet and other fees, including relevant supporting documents, and arrange for payment
- Works closely with project staff to prepare, update and control all kind of contracts, contract fulfilment, and initiates payments
- Monitors costs and expenses monthly, and reports financial status to project director on a regular basis
- Prepares monthly and annual budgets and tracking variances
- Sends accountants and bookkeeping reports to GIZ Office Bangkok at the end of every month

- Maintains proper and confidential filing of financial related documents, office asset register and project's Inventory List
- Monitors time allocated to projects, controls annual local budget and its limits
- Complies with and carries out project's VAT Zero implementation
- Immediately reports all problems/concerns involving finance and regulations to project director

Required qualifications, competences and experience

- university degree in accounting, management, administration or similar areas
- minimum 5 years of 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, MS Team)
- good command of spoken and written English and Thai
- excellent communication skills, with positive teamwork and people-oriented attitudes
- excellent organisational and management skills, with detail-oriented mindset
- readiness to travel within Thailand or abroad, subject to project requirements
- interest to work on climate change and sustainability topics and willingness to upskill as required by the tasks to be performed
- interest and ability to work in a cross-cultural context and team

This will be a fixed-term contract, starting as soon as possible and running until June 2022, with very high possibility for continuation until 2026. Please submit your application and CV to chattayada.pattaragulwanit@giz.de. The deadline for applications is 4 February 2022. 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 (chattayada.pattaragulwanit@giz.de)

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