

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 **“Reducing plastic waste and marine litter in East and South East Asia – Supporting a transition to a circular economy in the region”** we are currently looking for an Office Manager

Office Manager

The project aims to strengthen the cooperation of the EU with selected countries in East and South East Asia, indirectly including the Mekong Region and ASEAN, to jointly implement actions that will address sustainable consumption and production of plastic, including waste management aspects and prevention of plastic waste entering into the marine environment, via a set of activities that will support a transition towards a more circular economy.

Bearing in mind the overall context provided by the 2030 Agenda for Sustainable Development and its Sustainable Development Goals, this action is to contribute to the international objectives of the EU Plastic Strategy in the context of the EU Circular Economy Action Plan and the International Ocean Governance Communication⁴. In line with the EU Plastic Strategy, this action will support a transition to sustainable consumption and production of plastic in East and South East Asia, particularly concerning waste prevention and management (waste hierarchy, extended producer responsibility), including for fisheries and aquaculture, addressing micro-plastic (intentionally added and as a result of wear and tear), and favouring green public procurement.

This action will support bilateral policy dialogues with relevant countries / regions (e.g. ASEAN) on e.g. trade, environment, aquaculture and fisheries, and exploit the opportunities they offer for promoting sustainable consumption and production of plastic and prevent marine litter.

To contribute to a successful implementation of project activities, in particular with regards to a smooth running of the operations and the necessary logistical and administrative procedures, GIZ is currently seeking an Office Manager with the following responsibilities:

Responsibilities:

The **Office Manager** will

- Maintain good communications with partners from national, regional and international institutions;
- Execute daily the office administrative and accounting tasks. He/ She also implements and monitors overall financial accounting system of the project in line with EU and GIZ standard procedures;
- Prepare financial reports to GIZ BKK Office;
- Support the financial reporting to the EU and the preparation of external audits together with the team leader, the administrative staff in the other countries and a controller in GIZ headquarters;

- Ensure the administrative preparation, conclusion and supervision of short-term contracts, grant agreements and local subsidies for the implementation of the program activities;
- Support the organization of workshops and conferences in Thailand as well as regional events and study tours;
- Support the organization of missions of project team and partners;
- Support to the set-up of a filing systems as well as efficient meeting and exchange processes among the team members in the different countries;
- Consolidate consultants' bidding documents and prepare consultants' documents
- Procure and maintain office equipment;
- Handle petty cash, cash advance, and travel claim documents;
- Monitor staff leave record.

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;
- Experience with administrative and financial procedures in EU funded projects
- 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).

This will be a fixed-term contract, starting as soon as possible and running until October 2022 with a potential extension until mid-2025 .

Please submit your application and CV to norrapat.taratonrattanakul@giz.de. The deadline for applications is 23 March 2022. Only shortlisted candidates will be contacted. GIZ Thailand is an equal opportunity employer and actively encourages gender diversity within the company and operations.

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