

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 the Regenerative Organic Agriculture Project we are currently looking for an Administrative Assistant.

Administrative Assistant

The Regenerative Organic Agriculture Project (ReCAP) will commence in June 2020 and will run until August 2023. ReCAP is funded by Harmless Harvest and Danone Ecosystem, and implemented by the Deutsche Gesellschaft für Internationale Zusammenarbeit (GIZ) GmbH. The targeted beneficiaries of the project are selected coconut farmers and farm workers in the area where Maphrao Nam Hom grows and more specifically Samut Sakhon, Samut Songkhram, Ratchaburi, Nakhon Pathom, Pathum Thani, Chachoeng sao provinces. These are here after referred as the Nam Hom Provinces.

The primary aim of the project is to support coconut farmers to grow fresh coconuts according to regenerative organic agricultural practices (<https://www.regenorganic.org>). The specific project objectives consist of:

- 1) **SOCIAL: A self-sustained entity supports the shift to regenerative organic practices for coconut farming ecosystem**
 - A legal entity managed by the community has been created with a physical site to operate.
 - Knowledge, know-how and innovation exchange is set up with at least 1 institutional partnership established and training material available regarding environmental, economic FBS, soil health, pest control, organic control and following the regenerative organic standards
 - Solutions to solve the lack of farm workers have been identified and tested based on a socioeconomic analysis of the root-causes, coconut farmers and farm workers landscapes.
- 2) **ENVIRONMENTAL: Improve environmental impact of farming – At least 250 farmers grow coconuts according to the regenerative organic standards**
 - 350 farmers in the project have been trained on regenerative organic practices, 70% of the farmers have adopted and implement regenerative organic practices.
 - A structure for organic input has been established, with 350 farmers having access to an economically sound, turnkey organic compost solution with sufficient quality and suitable/relevant price point.
 - At least one innovation and mechanization option identified and tested if applicable, preferably mobile composting units, harvesting and loading solutions).
- 3) **ECONOMIC: Farmers have a higher and more resilient income than before implementing the project team's recommendations.**
 - Farmers have a better understanding of the economic aspects of a farm business – P&L's have been created for 300 farms, and there are comparison P&L's for 250 farms for the beginning and end of the project to show their evolution.

- Farmers are able to diversify their income, for example by growing alternative crops, producing other agricultural products or agricultural byproducts in line with the sustainable agricultural practices (honey, seedlings, seeds...). 250 farms have at least one new sources of revenue recommended during the project.
- Farmers have access to a marketplace, which:
 - a. is operating with a physical set up and,
 - b. is supplying compost at a price integrated into the P&L of the entity to farmers and,
 - c. is buying and reselling farm products from the new sources of revenue created (honey, bees...)
- Creative solutions in order to incentivize and fund the conversion from conventional to regenerative organic farming (starter package, trial kit, ...) has been identified and is used by at least 250 farmers. Study and implement microcredit solutions to finance conversion to regenerative practices and expansion capital for coconut farmers.
- A service to mitigate / adapt to weather risks or a service for farm management has been assessed, with at least one solution identified and tested by the pilot farmers

A. Responsibilities

- Ensuring that the ReCAP office runs smoothly
- Ensuring good communication and flow of information within the project, as well as with the GIZ Agriculture Cluster office and the GIZ Bangkok office
- Filing documents in reference files or in DMS in line with GIZ's filing rules
- Assisting the project team with administrative tasks (e.g. procuring tickets)

The Office Assistant performs the following tasks:

B. Tasks

1. Secretariat Work and Services

- Organises and coordinates appointments for the ReCAP team
- Replies to and looks after correspondence (replies)
- Helps organise events, including meetings, workshops and trainings (booking venues and catering, coordinating invitations, preparation of information materials, etc.)
- Supports travel management for the ReCAP team (travel expense settlement, advance request, etc.)
- Helps prepare visitor programmes, draws up travel schedules, organises transport of visitors and makes hotel and ticket reservations
- Participates in internal and external (team) meetings and workshops and assists with documenting these, e.g. by writing minutes
- Photocopies and scans documents as needed

2. Office Coordination, Office Management and General Coordination

- Regularly draws up a list of forthcoming meetings and events
- Prepares documents to align with GIZ rules and regulations on payment process
- Monitoring and procurement of equipment, office supplies and other inventories that are required

3. Administration and Knowledge Management

- Creates an address file with important contact addresses and maintains this
- Helps create and maintain a filing system for the office or project, treats information *confidentially*, specifically in the areas of personnel and finance
- Updates the filing system daily with incoming and outgoing correspondence

4. General Tasks

- Ensures that visitors (guests, counterparts, project staff or consultants) are comfortable by offering newspapers, refreshments
- Coordinates with project support staff

5. Other Duties/Additional tasks

- Performs other duties and tasks at the request of management

C. Required Qualifications, Competences and Experience

Formal Education

- Bachelor's degree in a related discipline

Professional Experience

- At least 1-3 years' professional experience in a comparable position

Other Knowledge, additional Competences

- Good working knowledge of ITC technologies (related software, phone, fax, email, the internet) and computer applications (e.g. MS Office)
- Proficient in Thai and English
- Good management and organisational skills
- Customer and service-oriented attitude
- Willingness to upskill as required by the tasks to be performed – corresponding measures are agreed with management

D. Duration, Location and Nature of Appointment

This will be a full-time position, starting as soon as possible and running until August 2023. The Administrative Assistant will work from the Harmless Harvest factory office, which is located in **Samut Sakhon**, and travel to other provinces as required. The Administrative Assistant will report to and be guided by the Project Director/Manager to ensure that the project achieves its goals.

If we have caught your interest, please submit your cover letter and CV to chattayada.pattaragulwanit@giz.de. The deadline for applications is July 8, 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

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