

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. We are currently looking for an Office Manager

Office Manager

Circular Economy approaches in Thailand and other Southeast Asian countries are gaining momentum. In Thailand the Government has committed to it at highest level through the Bio Circular Green Economy (BCG) strategy. Other (ASEAN) countries and ASEAN itself are also setting up Circular Economy policies and strategies.

GIZ is implementing following 4 bilateral, regional and global projects and project components in Thailand. Main political partner is the Pollution Control Department (PCD) of MONRE. Close collaboration with other Thai public and private institutions takes place:

ASEAN Municipal Solid Waste Management (AMUSE): The ASEAN region is one of the fastest growing regions in the world with high population growth and rapid urbanisation. Cities and municipalities lack the resources and capacity to ensure clean air and land, as well as basic supplies in the water, waste and energy sectors, although these areas are the key to a good quality urban environment and services of general interest. Between 2000 and 2018, tourism numbers (international arrivals) tripled in the East Asia and Pacific region. This is accompanied by growing amounts of waste. Small and medium-sized cities, in contrast to the large urban centres of ASEAN countries, are facing considerable difficulties in dealing with growing waste volumes due to population growth, changing consumption patterns, and increasing tourism numbers. The project aims to contribute to an improved environmental quality in small and medium-sized tourist cities in the ASEAN region through strengthening the competences for optimising waste disposal and recycling. It is funded by Federal Ministry for Economic Cooperation and Development (BMZ) and implemented by GIZ, in close cooperation with the ASEAN Secretariat (ASEC).

Integrated approaches for climate protection and air quality improvement – preparation of a regional approach for Southeast Asia (SFF AQM): This project is funded by BMZ and supports existing political structures and initiatives of ASEAN countries on the subject of air pollution and climate protection through improved communication and coordination of political and technical knowledge. New impetus is to be created for transnational/regional solutions to climate-forcing air pollution in the region. Intensified cooperation between ASEAN countries will form the basis for the development of an integrated approach for the creation of coordinated local, national and regional action plans to improve air quality and climate protection in the region. This approach will also be presented and coordinated

with corresponding networks in South Asia. At the same time, the technical capacities of the political decision-makers involved will be strengthened and the development of a regional knowledge network is supported. Lastly, awareness raising formats will be developed and tested co-creatively with the participation of selected ASEAN countries and the interested public, which are intended to illustrate the need for the regional approach to increasing air quality and climate protection. The project will provide access to advisory services from international experts, help to organise regional stakeholder dialogues and build capacities for national and local decision makers in the field of air quality and climate change mitigation. Project activities will be developed in close cooperation with ASEAN government institutions.

Climate Action Programme for the Chemical Industry (CAPCI): This project is funded by Federal Ministry for Environment, Nature Conservation and Nuclear Safety (BMUV), in the framework of its International Climate Initiative (IKI). In Southeast Asia CAPCI is active in Thailand and Vietnam and aims to strengthen the capacities of key actors for effective climate protection in the chemical industry, thereby enabling them to tap GHG mitigation potentials in chemical production and use as well as in associated value chains. CAPCI is closely linked with the International Sustainable Chemistry Collaborative Centre (ISC3) and cooperates closely with the International Council of Chemical Associations (ICCA) and the capacity building network of UNFCCC.

Marine litter prevention through reduction, sustainable design and recycling of plastic packaging (MA-RE-DESIGN): This project, financed by the BMUV Grant Programme against Marine Litter, will be implemented by GIZ, in collaboration with UNEP, WWF Germany and WWF Thailand. It aims at reducing plastic waste leakage into the sea, which is achieved through reducing and better managing plastic waste. The project combines activities on local, national and regional level, while enhancing the capacities of stakeholders along the plastic value chain, including the private sector. Overall, this setup creates long-lasting impact, benefitting policy decision makers, key stakeholders as well as the population in Thailand and beyond. On national level, the project focusses on strategies to avoid and replace single-use plastic packaging and on solutions to enhance packaging waste management through, for example, an Extended Producer Responsibility (EPR) system. Local action is managed by WWF and concentrates on reducing plastic pollution in two municipalities near biodiversity hotspots, which will then serve as replicable examples for other regions. For coherent prevention actions on regional level, the project fosters knowledge exchange with other Asian countries through the UNEP COBSEA. The project will be managed from Bangkok and will work very closely the project partner PCD, in collaboration with DMCR, as well as with the COBSEA mechanism.

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 (AMUSE 30%, SFF AQM 30%, CAPCI 15%, MA-RE-DESIGN 25%) with the following responsibilities:**

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

- Organising 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 eventually the region
- Supporting the preparation and financial management of contracts with organizations in Thailand and eventually the region
- Liaising with finance / contract staff of organizations in Thailand and eventually 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, International Studies, or other relevant field;
- Experience with administrative and financial procedures in the field of development cooperation
- 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.
- Excellent computer skills (Microsoft Office, Microsoft Excel, email, internet).

This will be a fixed-term contract, starting as soon as possible and running until June 2025.

Please submit your application and CV to chattayada.pattaragulwanit@giz.de. **The deadline for applications is November 11, 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
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