

As an international cooperation enterprise for sustainable development with worldwide operations, the government owned Deutsche Gesellschaft für Internationale Zusammenarbeit (GIZ) GmbH operates on behalf of German Ministry of Environment. GIZ has a record of more than 60 years working in Thailand. As part of the Programme TGC-EMC: Thai-German Cooperation on Energy, Mobility, and Climate, we are currently looking for an **Office Manager** for the Thai Climate Initiative (ThaiCI) component.

Office Manager

The Thai-German Cooperation on Energy, Mobility and Climate (TGC-EMC) is a bilateral program under the International Climate Initiative (IKI) supported by the German Federal Ministry for Economic Affairs and Climate Action (BMWK). The programme aims to support Thailand's efforts to reach carbon neutrality through the energy, transport, industry, and climate finance. A key component of this programme, called the Thai Climate Initiative (ThaiCI), looks into the transition and restructuring of existing public fund to support the implementation of climate mitigation and adaptation actions.

The ThaiCI component works primarily with the Environment Fund, under the Office of Natural Resources and Environmental Policy and Planning (ONEP), with the aim to establish a grant-based climate specific funding scheme to accelerate climate actions. The scope of ThaiCI component includes providing technical support to stakeholders – not only the Environment Fund personnel but also potential grant recipients – to ensure the success and sustainability of the ThaiCI scheme as well as financial support through Environment Fund's grant-based mechanism to promote climate actions.

Requirements:

Office Management

- Maintaining the office operation to run smoothly, properly and safely as well as handling office administrative tasks on daily basis
- Scheduling, updating and notifying of appointments
- Filing required documents in internal system such as GIZ Intranet (DMS) to ensure required documents are proper stored
- Clerical duties that involve the ordering of equipment, office supplies and other inventories that are required
- Acting as a focal point of ThaiCI component on vat exemption for goods and services

Event and travel management

- Organising rooms/venues, required equipment, as well as catering for meetings, events and workshops
- Arranging and supporting travel management including flight/hotel reservation, traveling document and expense settlement, advance request for project staffs and relevant project partners/stakeholders

- Handling administrative and logistic tasks associated with event organisation such as registration, hotel reservation etc.
- Acting as a focal point for ThaiCI component for programme-level event organisation

Accounting and Financial Administration

- Regular financial monitoring of expenditures, costs and commitments
- Regular financial monitoring of contracts, financial transactions and accounting
- Acting as ThaiCI component focal point in assisting reporting of annual expenditure status and preparing financial closure to project director/finance manager as well as GIZ HQ when needed
- Coordinating closely with Finance/Administrative team at GIZ Country Office
- Handling petty cash, all bank-related matters, and executing cash payments and
- collecting/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

Service and Grant Contract Management

- Supporting technical staffs in preparation of budgets for contracts including contract preparation process
- Handling the preparation and implementation of financial management of contracts
- Supporting the planning, preparation, management and reporting of large service procurement and of grant agreement to partners
- Supporting grantees in the preparation and implementation of grant agreements and in understanding GIZ requirements in case of grant contract
- Supporting the preparation for audits and support grantees in audit processes in case of grant contract
- Liaising with finance and contract staffs of GIZ to ensure sound financial management and reporting of contracts according to GIZ standard

Qualifications:

- University degree in Administration, Finance, Accounting, or other relevant field
- At least 2-3 years of professional working experience in a similar position
- 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
- Excellent communication skills and very good English language skills are required, and
- A high level of engagement and team spirit and willingness to learn to work with GIZ's internal financial applications
- Excellent computer skills (Microsoft Office, Microsoft Excel, email, internet).

Duty station and timeframe:

The position will be based in Bangkok and will report to the GIZ's Project Office.

This will be a fixed-term contract, starting as soon as possible and running until 31 December 2027.

Please carefully read the ad and **submit a CV AND a cover letter in English** to chattayada.pattaragulwanit@giz.de and aroonratt.soontonbura@giz.de

The **deadline for application is 28 February 2023**. 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
193/63 Lake Rajada Office Complex, New Ratchadapisek Road, Klongtoey, Bangkok 10110

More information about GIZ:

<https://www.giz.de/en/html/index.html>

<https://www.youtube.com/channel/UCeyVDmQIGbPvll5Ccob91JQ>

<https://www.youtube.com/user/GIZonlineTV>