

Owned by the German Government, the Deutsche Gesellschaft für Internationale Zusammenarbeit (GIZ) provides services in the field of international cooperation for sustainable development. GIZ works on behalf of public and private sector clients in both Germany and overseas. In Thailand, GIZ has a record more than 60 years and numerous projects have been implemented over time. The main focuses of GIZ Thailand at the present are climate change, private sector cooperation and training hub.

Office Manager - Energy Portfolio

We are looking for an **Office Manager** to join the admin and finance unit of the Energy Portfolio and support the implementation of the following programmes funded by the German Federal Ministry for Economic Affairs and Climate Action (BMWK): Clean, Affordable, and Secure Energy for Southeast Asia (CASE), the Thai-German Cooperation on Energy, Mobility and Climate (TGC-EMC), The International Green Hydrogen Ramp Up programme (H2UPPP) and the Just Energy transition project (JET).

Responsibilities:

In close cooperation with the office managers and/or administrative professional in the unit and under a supervision of the project director, the incumbent will be responsible as follows:

Office Operation

- Maintain the office operation to run smoothly, properly and safely as well as handling office administrative tasks on daily basis
- Schedule, update and notify of appointments
- Manage incoming and outgoing correspondences (e-mails, posts)
- File, maintain and update documents physically and electronically according to GIZ guidelines
- Maintain and procure office equipment, office supplies and other inventories
- Record, maintain and update office assets in inventory system
- Support the projects in record management and risk & security management

Travel and Event Management

- Organize rooms, venues, event catering and required equipment for project events, meeting and workshops
- Handle relevant administrative and logistic tasks associated with event organisation such as invitation, participant registration, coordination with suppliers etc.
- Arrange and support project travel management including flight/hotel reservation, visa application, traveling document, relevant travel insurance, budget request/advance and expense settlement for project team and relevant project partners/stakeholders
- Advise project staff and check their travel management request and settlement document
- Ensure the security risk management information to the international guests visiting Thailand

Accounting and Financial Administration

- Handle petty cash and all bank-related matters
- Execute cash payments and collect proper supporting documents e.g. invoices and receipts
- Arrange payment of incoming invoices, e.g. telephone, mobile phone, internet etc.
- Procure office equipment, office supplies and other required assets

- Process procurement of goods and services, some with vat exemption requirement, while coordinating with partner focal point and the project staff on planning
- Coordinate closely with Finance and Admin Team at GIZ Thailand Country Office

Others

- Perform other administrative duties as assigned
- Act as a backstop/deputy for the other office manager while they will also be your backstop when needed

Qualifications:

- Thai nationality only

Education:

- Bachelor's Degree in Business Administration, Accounting or other relevant fields

Work Experience:

- Minimum of 3 years of professional work experience in administrative services, office management, or similar position
- Experience with administrative and financial procedures of German International Cooperation or GIZ (ideal) or with international organisation in the field of development cooperation (such as UN or ASEAN) is an asset.

Personal Competency:

- Good working knowledge of ICT technologies and computer applications (MS Office etc.) is required.
- Good knowledge of relevant operational and administrative policies, processes and procedures, including inventory and filing management
- A high level of engagement and team spirit and willingness to learn to work with GIZ's internal financial and administrative guideline
- Effective organizational, communication and multi-tasking ability
- Excellent verbal and oral communicator with service-oriented mind
- Excellent interpersonal skills and initiative taking attitude
- Team player with ability to take challenge
- Being innovative with solutions while ensuring compliance, being adaptable to rapidly changing priorities and able to manage multiple deadlines
- Ability to work independently and in teams including both internal and external experts
- Willingness to up skill as required by the tasks to be performed

Language: Fluent in Thai and excellent English communication skills

Duty station and timeframe:

The position will be based at GIZ's Project Office in Bangkok with some travel. This will be a fixed-term contract, starting as soon as possible and running until 31 December 2025 (with possibility of extension).

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

The deadline for applications is Friday, 26 May 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 Thailand
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