

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.

Administrative Specialist

The Academy for International Cooperation (AIZ) is GIZ's corporate academy. We are an expert in innovative, methodological, and digital learning. As reflecting in our goal to “create prospects together”, we train staff working in international development and cooperation to be able to actively shape change and help make a future worth living around the world. Our services are especially designed for GIZ employees, partners of GIZ projects as well as experts and managers in international cooperation. They are based on current trends and integrate practical experience from GIZ's work in around 120 partner countries. As a corporate academy, we offer more than 300 high-quality learning products, some of which can also be booked by the general public.

In 2017, AIZ in Bangkok is launched as the regional learning centre for Asia & the Pacific. AIZ Bangkok mainly supports the learning of GIZ staff to activate long-term capabilities and excellent implementation of projects. Our learning focus on essential topics that enable people to make changes – e.g. management, advisory, financial topics, communication and methodology design. The learning process focuses on the three aspects that together make up people's competencies - their knowledge, their skills (their actions) and their attitudes. We provide learning space in various format such as face to face, virtual or blended.

Our unit working approach follows the principle of “cooperation & leadership” by fostering co-creation within team and beyond, promoting cooperation in diversity, applying adaptive leadership and always encouraging everyone to experiment and innovate. We are looking for a passionate and experienced learner & enabler to make AIZ Bangkok a stronger learning partner for those shaping better future around the world.

Responsibilities:

1. Administration, Finance and Office Management

- Ensure that the unit operation follow rules and regulations, and important sustainability principles of GIZ
- Coordinate closely with Finance and Admin Team at GIZ Thailand Country Office
- Provide advices and guidelines to team on finance and administrative matters
- Handle petty cash, cash advance request/settlement, and all bank-related matters for the unit
- Invoice checking and ensure the accuracy of invoices, tax invoices, and receipts issued under GIZ Rules and TH Revenue Laws
- Arrange payments and execute other accounting processes for the unit and learning events e.g. translators and suppliers for training equipment
- Process procurement of goods and services e.g. office equipment, office supplies, training equipments and other required assets
- Record and update office assets in the inventory system / their current locations, maintain and write off when items are lost or broken
- Coordinate and organise rooms for meetings
- File, maintain and update documents physically and electronically according to GIZ guidelines

- Support team in record management

2. Thai Accounting System and Revenue Laws

- Ensure the correctness of financial and administrative processes according to Thai Accounting System and Revenue Laws
- Provide advices and guidelines to team on the processes and documents required by Thai Accounting System and Revenue Laws

3. Coordination for AIZ Learning Products and Events

- Manage training/learning material stock and store it systematically
- Prepare and/or procure training/learning materials according to the requirements of each learning event as well as transfer them to training venues and ensure setup
- Ensure the cleaning of training materials after use and keep them in good condition and ready for the next events
- Issue and/or manage contracts for suppliers needed in event organisation such as hotel, translators, transportation
- Act as backstop for online learning event as help desk and learning event organiser e.g. focal point for technical support in online training, coordination with participants and trainer on logistics arrangements

4. Travel and Security Risk Management

- Arrange and support travel management in the unit including flight/hotel reservation, visa application, traveling document, relevant travel insurance, budget request/advance and expense settlement for team and relevant partners/stakeholders
- Advise team and check their travel management request and settlement document
- Act as project Risk Management Officer (RMO) / Location Security Focal Point (LSFP) by keeping updated the information with RMO Team of GIZ Country Office
- Ensure the security risk management information to the international training participants and guests visiting Thailand
- Provide guidelines and templates related to security risk management to AIZ BKK team members

5. Other duties/additional tasks

- Perform other duties and tasks at the request of the management

Qualifications:

Educational background

- Bachelor's degree in office management/administration/secretary, accounting and finance, business administration or similar areas

Professional experience

- Minimum of 5 years of professional experience in a comparable position
- Experience with administrative and financial procedures of international organisation in the field of development cooperation

- Minimum of 5 years proven experiences in accounting, financial controlling and financial reporting. Experience working in Thai accounting system is a plus.

Other knowledge and personal competences

- Thai nationality only
- Excellent command of English and able to communicate effectively (both in English and Thai) under different context
- Being innovative with solutions while ensuring compliance
- Excellent management and organisational skills, well-organized and being adaptable to rapidly changing priorities and able to manage multiple deadlines
- Passionate about tackling new challenges, dealing ad-hoc situations and agility
- Self-motivated, excellent self-management skills and able to work well under pressure
- A high level of engagement and team spirit and willingness to learn to work with GIZ's internal financial and administrative guideline
- Good working knowledge of ICT technologies and computer applications (MS Office etc.) is required.
- Good conceptualization and communication skills
- Service-minded, cultural sensitive and able to communicate with people from different languages and cultural background
- Eager to learn and upskill by the task to be performed

This will be a fixed-term contract, starting as soon as possible and running until March 2025. There is a high possibility of continuing beyond this date. Quality training and personal development measures are offered to the Administrative Professional with challenging opportunities for them to learn new tasks and obtain new skills for their career path in international development.

Please submit your application and CV to aronratt.soontonbura@giz.de. The deadline for applications is Friday 1st December 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/UCeyVDmQIGbPvII5Ccob91JQ>

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