

As an international cooperation enterprise for sustainable development with worldwide operations, the Deutsche Gesellschaft für Internationale Zusammenarbeit (GIZ) GmbH, owned by the German government, 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. As part of GIZ Thailand's Environment and Climate Cluster, we are currently looking for an **Administrative Assistant** to support the implementation of project activities.

### **Administrative Assistant**

Thai-German cooperation on climate change started with its first joint projects in 2008 and up until now Thailand has already taken substantial steps both in the field of climate mitigation and adaptation. In the area of climate policy development, GIZ works closely with the Office of Natural Resources and Environmental Policy and Planning (ONEP) and the newly established Department of Climate Change and Environment (DCCE) as the main political partners and in cooperation with other key line agencies, national and international experts on improving the climate policy environment and enabling the implementation of these policies at the national and subnational level. Recently, we have expanded this cooperation with ONEP to the field of biodiversity conservation and management. To ensure efficient project implementation in this multi-stakeholder environment in line with international standards, supporting the implementation of key global agreements, particularly the United Nations Framework Convention on Climate Change (UNFCCC), the Paris Agreement, the Convention on Biological Diversity (CBD) and the United Nations 2030 Agenda, we as integrated team of national and international climate and environmental policy experts and analysts under the Climate, Coastal and Marine Biodiversity (CCMB) project, are now seeking for an interested candidate to complement our team and provide key supporting functions of project implementation.

To exercise the Administrative Assistant's responsibilities, the following tasks are foreseen:

- liaising with partners and clients in a service-oriented manner on behalf of the project office by providing professional phone service, personally welcoming visitors and maintaining a high standard in the reception area
- performing reception and secretariat services on a daily basis
- performing general clerical services and assisting the Office Manager in the office and financial management tasks, including registering, documenting and organizing incoming and outgoing correspondence, creating and/or regularly updating lists of contacts and addresses, ensuring availabilities of office supplies, photocopying, printing and scanning of documents, etc.
- assisting with event organization, meeting room setup, including IT equipment setup
- assisting with filing documents in reference files or DMS in line with GIZ's filing rules
- performing relevant tasks as guided by the Office Manager and Project Director

### **Qualifications:**

- Bachelor's Degree in relevant fields
- Minimum of 3-year experience in administrative services or other related fields
- Proficiency in English language
- Proficiency in office IT equipment setup is an asset.
- Excellent computer skills (Microsoft Office, email, internet).

**Personal attributes and competencies:**

- Excellent organizational skills
- Service-oriented mindset
- Hands-on mentality and detail-oriented work ethics
- Team player and able to maintain positive attitudes
- Self-motivated, flexible, resourceful and can work independently
- Able to work under time pressure by ensuring quality outputs and meeting deadlines
- Interest and ability to work in a cross-cultural context and environment
- Passion to work on climate, biodiversity and sustainable development topics
- Willingness to upskill, as required and supported by agreed measures with project director
- Readiness to travel within Thailand or in the region, subject to project requirements

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

**Duty station**

The position will be based in the project office in Bangkok.

Please carefully read the ad and **submit a CV AND a cover letter in English** to [aronratt.soontonbura@giz.de](mailto:aronratt.soontonbura@giz.de)  
The deadline for applications is 30 November 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

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>