

As an international cooperation enterprise for sustainable development with worldwide operations, the Deutsche Gesellschaft fuer 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 Climate Policy Cluster, we are currently looking for a **Administrative Assistance** to support the implementation of the Empowering Thailand's Department of Climate Change and Environment (EMPOWER) Project.

Administrative Assistance (EMPOWER)

Project Background:

Thailand is committed to achieving carbon neutrality by 2050 and net-zero greenhouse gas emissions by 2065, as pledged at COP26. To support these goals, the country has established the Department of Climate Change and Environment (DCCE), which is tasked with developing and implementing key climate policies, monitoring climate actions, managing the national GHG inventory, and serving as the national focal point for international climate cooperation and finance. The DCCE's establishment marks a significant expansion in Thailand's climate governance, with increased personnel and budget aimed at advancing the country's climate resilience and low-emission development. However, the DCCE urgently needs to build its capacity to effectively meet these ambitious climate mandates.

Empowering Thailand's Department of Climate Change and Environment (EMPOWER) Project, with implementation period from August – December 2024 (Phase I), aims to increase DCCE's capacity to strengthen Thailand's Nationally Determined Contribution (NDC) processes and relating mitigation topics, through targeted training to support knowledge dissemination and skill enhancement for DCCE staff, as well as results-based planning to carry out DCCE's mandates related to Thailand's NDC processes more effectively. In addition, targeted training and results-based planning can incorporate stakeholders outside of DCCE who have key roles in advancing Thailand's NDC processes and relating mitigation topics, such as representatives from sectoral ministries and local governments, in order to promote collaborative and integrated approaches in climate policy making. In parallel, trained DCCE staff can be assigned to perform tasks in accordance with their mandates and results-based plans related to Thailand's NDC processes and relating mitigation topics. The combination between job assignments (a

combination of planned activities administered by DCCE and planned activities under the IKI project resources), results-based planning and targeted training (enabled through the IKI project resources) will increase effectiveness and efficiency of capacity building schemes, as well as help DCCE to ensure the achievement of planned policy outcomes in the NDC processes and relating mitigation topics.

The successful candidate will serve in the role of administrative assistance supporting GIZ project implementation under the climate policy cluster, particularly the EMPOWER Project, focusing on climate mitigation and relevant topics. The detailed responsibilities are described below.

A. Responsibilities

The administrative assistance is responsible for:

- ensuring that project implementation runs smoothly
- ensuring good communication flow with the project director and staff
- performing daily operations of all administrative tasks for the project director and the entire project office
- filing documents in reference files or in DMS in line with GIZ's filing rules

B. Tasks

The administrative assistance is expected to perform the following tasks:

Office management, office coordination and secretariat services

- performs general office management tasks to ensure project office is well-equipped and well-maintained to support well-functioning of project staff, while consulting closely with project director
- manages and organises incoming and outgoing correspondence (phone, post, fax, email)
- welcomes visitors in a friendly manner and serves them with beverages
- coordinates appointments as requested by the project director
- coordinates and organises rooms for meetings, and arranges equipment etc. required
- prepares and organises information materials for the project director and/or meetings
- participates in internal and external meetings and workshops and assists with preparing and documenting these
- assists in creating, updating, and maintaining a filing system for the office, treats information confidentially, specifically in the areas of personnel and finance
- maintains the inventory list for the office/project/programme, as required by project
- performs other duties and tasks at the request of management

C. Financial management and accounting services

- Implements and monitors for an overall smooth and correct functioning of the complete financial accounting system of the project in line with GIZ standard procedures, ensuring that the services are provided correctly according to GIZ Financial and Accounting Guidelines and Procedures
- Carries out accounting on the basis of WIN PACS accounting software
- Handles petty cash and all bank-related matters
- Executes cash payments and collects/prepares proper receipts
- Checks and updates the cash book (bank and petty cash transactions), and monitors the daily cash flow records and the level of liquidity
- Prepares monthly/balance sheets/bank reconciliation/cash payment reports and monthly project journal/financial report
- Calculates daily allowance and staff over time (if any)
- Verifies correctness of vouchers, incoming invoices, e.g. plane tickets, hotel, telephone, mobile phone, internet and other fees, including relevant supporting documents, and arrange for payment
- Works closely with project staff to prepare, update and control all kind of contracts, contract fulfilment, and initiates payments
- Monitors costs and expenses monthly, and reports financial status to project director on a regular basis
- Prepares monthly and annual budgets and tracking variances
- Sends accountants and bookkeeping reports to GIZ Office Bangkok at the end of every month
- Maintains proper and confidential filing of financial related documents, office asset register and project's Inventory List
- Monitors time allocated to projects, controls annual local budget and its limits
- Complies with and carries out project's VAT Zero implementation
- Immediately reports all problems/concerns involving finance and regulations to project director

D. Required qualifications, competence and experience

- Thai nationality
- university degree in accounting, management, administration or similar areas
- minimum 5 years of professional experience in a comparable position
- good working knowledge of ITC technologies (related software, phone, fax, email, the internet) and computer applications (e.g. MS Office, MS Team)
- good command of spoken and written English and Thai
- excellent communication skills, with positive teamwork and people-oriented attitudes
- excellent organisational and management skills, with detail-oriented mindset
- readiness to travel within Thailand or abroad, subject to project requirements
- interest to work on climate change and sustainability topics and willingness to upskill as required by the tasks to be performed
- interest and ability to work in a cross-cultural context and team

Duty station and time frame:

The position will be based in one of GIZ project offices in Bangkok.

This will be a fixed-term contract, starting as soon as possible and running until 31 December 2024, with possibility for extension.

Application Process:

Please carefully read the ad and **submit a CV AND a cover letter in English** to aronratt.soontonbura@giz.de
Only shortlisted candidates will be contacted.

The **deadline for application is 10 September 2024**. 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>