

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.

For the Transport Component of the Programme TGC EMC: Thai-German Cooperation on Energy, Mobility, and Climate we are currently looking for Administrative Assistant.

Administrative Assistant TGC EMC Transport

We are looking for an Administrative Assistant to join the TGC EMC Transport Team to support the implementation of the ongoing programme and GIZ Thailand Transport Team activities.

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 the acceleration of Thailand's energy transition, ensuring compatibility between economic growth and high climate ambitions. A key component of this programme looks into the "Decarbonization of the Transport Sector" and will focus on transport sector electrification, EV battery technology development and integration with renewable energy-based electricity production, charging infrastructure roll-out and EV grid integration.

Focusing on the two most important sectors in terms of emissions, the project will moreover support the operationalization of the power and transport transition through technology and knowledge transfer as well as policy, regulatory and business model development support. A clear focus will be put on sector coupling to encourage the tackling of issues shared across sectors which slow the energy transition. This cross-sectoral support to implementation will translate into City Labs where the technical, regulatory and business support will be operationalized along with local stakeholders in an urban set up, integrating a scaling-up plan. Finally, the project will provide significant support in the field of climate finance. The Thai Climate Finance Initiative (ThaiCI) will provide seed funding to a number of local projects along with capacity development to both the funding manager and potential recipients.

Responsibilities:

In close cooperation with the office manager and under supervision of the project director, the incumbent will be responsible as follows:

Office Operation

- Maintain the office operation to run smoothly, properly and safely
- 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 office equipment, office supplies and other inventories
- Record, maintain and update office assets in inventory system
- Monitor staff leave record

Travel and Event Management

- Help develop, organize, and facilitate project events, meetings, workshops, trainings, and exchanges with partners and stakeholders, Handle logistics like invitations, participant registration, and coordination with suppliers
- Arrange travel for project staff and partners, including reservations, visa applications, and expense settlements
- Organize rooms or venues and required equipment for meetings, events and workshops
- Arrange restaurant reservations, catering for events etc.
- Arrange flight and hotel bookings for the team based in Bangkok and other countries and, if necessary, for guests
- Support visa application processes
- Apply for the GIZ online travel insurance for project national staff when travelling abroad as well as for partners and the invited participants to the project related events
- Ensure the security risk management information to the international guests visiting Thailand
- Support the project staff on invitations and registrations for meetings, events and workshops
- Process cash advance for travel requests and travel claims

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 with vat exemption while coordinating with partner focal point for approvals and the project staff on planning
- Coordinate closely with Finance and Admin Team at GIZ Country Office
- Support the administrative staff in the VAT 0 application process with governmental partner organisations of the TCG EMC Programme

Others

- Perform other administrative duties as assigned

- Serve as backup for other office managers when needed and coordinate with them for effective project implementation
- Attend meetings with the project director/ manager when necessary
- Coordinate across units and projects on administrative matters
- Liaise with GIZ Office Bangkok and other units to ensure smooth administrative processes

Qualifications:

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 or other related fields
- Working experience at GIZ (ideal) or with international organisation 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 and filing
- Effective organizational, communication and multi-tasking ability
- Excellent verbal and oral communicator with service-oriented character
- Excellent interpersonal skills with likable personality and initiative taking attitude
- Team player with ability to take challenges, pressure and deadline
- Ability to work independently and in teams including both internal and external experts
- Adaptable to rapidly changing priorities and able to manage multiple deadlines
- Willingness to up skill as required by the tasks to be performed
- Thai nationality only

Language: Fluent in Thai and excellent English communication skills.

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 aroonratt.soontonbura@giz.de

The deadline for applications is December 15, 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
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