

As an international cooperation enterprise 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 to provide tailor-made, cost-efficient and effective services for sustainable development. We are looking for an **Administrative Assistant** to support GIZ's work on carbon mitigation in the agriculture sector.

Administrative Assistant Carbon Mitigation in Agriculture Cluster

Agriculture plays a vital role in Thailand's economy and sustains a significant portion of population. However, the sector is also a significant contributor to Greenhouse Gas (GHG) Emissions. Farming practices such as continuously flooded paddy, excessive fertilizer application, and post-harvest residue burning exacerbates the issue. At the same time, the agriculture sector is highly vulnerable to the impacts of climate change. Rising temperature, unpredictable rainfall, and more frequent extreme events (e.g. floods, droughts and temperature extremes) affect crop yields and livelihoods of farmers, many of whom have limited financial means and insufficient technical capacity to adapt.

In addition, carbon mitigation has become a growing interest for several organizations and presents opportunities for local communities to adopt low emission, more sustainable farming practices across a variety of crops including corn and cassava. Therefore, the GIZ Food & Agriculture Cluster in Thailand has been collaborating with like-minded partners to mitigate climate risks in agriculture and enhance farmers' resilience through regenerative agriculture.

Tasks and responsibilities:

The **Administrative Assistant** will support both office and field operations, ensuring smooth administrative processes and logistical coordination for project activities.

Key Responsibilities

- Assist Office Manager with daily administrative tasks, including collecting and preparing documents (e.g., invoices and receipts) for expense requests and settlements
- Handle logistics for project activities, e.g., flight booking, van rentals, and other relevant arrangements
- Coordinate procurement of goods and services for project activities and office operations
- Maintain office equipment, office supplies and other inventories
- Assist in tracking and maintaining office asset records in coordination with Office Manager
- Support project team in ensuring compliance with GIZ processes and rules related to administration, such as contract and procurement, travel management, and data security.
- Assist in organizing meetings, events, and farmer trainings in coordination with team leads
- Support implementation of farmer trainings and other field activities as assigned
- Facilitate communication and coordination among team members
- Perform other administrative duties as assigned

Qualifications:

- Thai nationality only
- Bachelor's Degree in a relevant field, e.g. Environmental Science, Social Science, Business Administration, Natural Resources Management or related fields
- Previous experience in international development organizations; regenerative agriculture projects; or working with smallholder farmers (particularly in corn and cassava farming) is highly preferred.
- Strong communication and interpersonal skills

- Fluent in spoken and written Thai; proficiency in English is an advantage.
- Excellent command of MS Office package (Word, Excel and PowerPoint) and Microsoft Teams
- Willingness to travel in accordance with project requirements

Personal attributes and competencies:

- Self-motivated, flexible and resourceful
- Good organizational and conceptualization skill
- Hands-on mentality and detail-oriented work ethics
- Ability to work independently and in a team
- Ability to work under time pressure and meet deadlines with strong attention to consistency, detail, and quality
- Interest and desire to work in a cross-cultural context, climate change mitigation and adaptation and sustainable agriculture value chains.

Duty station and timeframe:

The position will be based in Bangkok and will report to the Project Director, with frequent travel to project sites to support field activities. This will be a fixed-term contract, starting as soon as possible and running until at least 31 December 2025, with possibility of extension.

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

The **deadline for applications is 15 March 2025**. Only shortlisted candidates will be contacted.

GIZ Thailand is an equal opportunity employer and actively encourages gender diversity within the company and operations.

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<https://www.giz.de/en/html/index.html>

<https://www.youtube.com/channel/UCeyVDMQIGbPvII5Ccob91JQ>

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