Job Announcement - Field Administrative Assistant – Saraburi / Nakhon Nayok
(Duty Station: Saraburi / Nakhon Nayok)

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. With over 60 years of experience implementing projects in Thailand, GIZ provides policy and technical advice on various topics and sectors relating to Thailand's reform process, including: climate policy, sustainable economic development, and sustainable agriculture.

We are looking for **a Field Administrative Assistant** to support the project "**GHGs Emission Reduction in the Thai Rice Sector through Improved Water Management and Climate-Smart Agriculture**", to be implemented by GIZ in collaboration with partner institutions. The activities promote the large-scale adoption of improved water management practices in rice cultivation, in particular Alternate Wetting and Drying (AWD), to reduce methane emissions and support climate-smart agriculture.

GHGs Emission Reduction in the Thai Rice Sector through Improved Water Management and Climate-Smart Agriculture

Rice is Thailand's most important food crop, accounting for roughly half of Thai agricultural land use and supporting the livelihood of millions of farming households. Despite this, rice farmers are among the poorest occupational groups in Thailand and among the most vulnerable to climate change. Rice farming is in fact a water-intensive and temperature-sensitive practice, increasingly affected by changing weather patterns, longer dry periods and higher temperatures (often characterised by unpredictable temperature spikes). At the same time, rice farming is a significant contributor to greenhouse gas emissions. Smallholder farmers have limited capacity to adapt, given their small farm sizes and low incomes, and their limited access to technical assistance, markets and credit.

The project promotes the adoption of Climate-Smart Agriculture (CSA) bundle centred on the adoption of Alternate Wetting and Drying (AWD), complemented where appropriate by practices such as site-specific nutrient management (SSNM), and straw and stubble management (SSM) promote low-emission and climate-resilient rice farming. The programme aims to train 30,000 farmers on CSA practises and is projected to mitigate a significant amount of greenhouse gas emissions through the targeted practices. The programme follows a bottoms-up logic: empower vulnerable smallholder farmers to make improved decisions in the face of climate change and scale access to climate-smart farming technologies.

Job highlights:

- Job with purpose: Support a paradigm shift in Thai rice farming to achieve ambitious climate targets
- Hands-on role: Keep field operations running smoothly through solid administrative and financial support
- Dynamic team: Join an international and dedicated team, working closely with the Field Extensionist based in the same office

The **Field Administrative Assistant for the Saraburi / Nakhon Nayok Office** will carry out the tasks outlined below, working closely with the Field Extensionist and in coordination with the Office Manager in Bangkok.

Responsibilities

Financial and administrative support:

- Support the Field Extensionist team in preparing and checking field expense and cash advance documents prior to submission to the Office Manager in Bangkok for processing according to GIZ financial rules and procedures,
- Manage monthly office expenses (e.g., phone bills, cleaning fees, utilities) and ensure accurate, timely documentation,
- Support procurement documentation for office equipment and supplies in coordination with the Bangkok-based Finance and Admin Team,
- Ensure all field administrative and financial documentation complies with GIZ processes and rules (PuR).

Training and field activity support:

- Support the Field Extensionist with registration and logistics for farmer training activities in the field (e.g., participant lists, attendance records, venue arrangements),
- Assist with on-site coordination during training and field events to ensure smooth execution,
- Support the procurement, distribution tracking, and monthly summary documentation for AWD pipes distributed to farmers during training activities, including preparing documentation for monthly payment to the supplier.

Document and knowledge management:

- Manage project-related documents, both physical and electronic, ensuring proper filing, storage, and version control according to GIZ guidelines,
- Support the retrieval and organization of project documents for reporting, audits, or partner requests.

General support:

- Provide general office administrative support to the Saraburi / Nakhon Nayok field team and Bangkok office as required,
- Perform other duties and tasks as assigned by the management and required by the team.

Required Qualifications and Competencies

Educational background

- Bachelor's degree or equivalent qualification in Business Administration, Finance, Accounting, or a related field.

Professional experience

- 1-2 years of relevant work experience in administrative support, office management, or finance-related roles,
- Experience with basic financial or accounting procedures (expense tracking, cash advance handling, invoice checking) is an advantage,
- Experience working in a project or field-based environment is a plus.

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Personal and social skills

- Strong organizational skills with high attention to detail and accuracy in documentation and financial records,
- Ability to manage multiple tasks and meet deadlines,
- Good coordination and communication skills, able to work closely with the Field Extensionist and remote Bangkok-based teams,
- Ability to work independently while being a reliable team member,
- Proactive mindset and willingness to learn GIZ systems and procedures,
- Self-motivated, flexible, and resourceful; comfortable working in a rural/field-based office setting.

Language and ICT requirements

- Excellent command of the Thai language, both written and spoken; basic English is an asset,
- Proficiency in MS Office applications (Word, Excel, PowerPoint) and Microsoft Teams.

Duty station and timeframe:

The position will be based in Phitsanulok and will report to the Head of Field Operation. This will be a fixed-term contract, starting as soon as possible and running for one year, with the possibility of extension.

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

The **deadline for applications is 4th November 2026**. 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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