

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 an **Administrative Specialist** to support the projects **“Strengthening Regional SME Support Structures in ASEAN II”** (SME Promotion in ASEAN II), **“Piloting Sustainable Uses of Rice Straw” (ASEAN Rice Straw)**, and **“Transforming livelihoods and climate resilience of smallholder coffee producers through the adoption of regenerative agriculture production systems” (Coffee++)**. The three projects are commissioned by the German Federal Ministry for Economic Cooperation and Development (BMZ).

#### **“Strengthening Regional SME Support Structures in ASEAN II” (SME Promotion in ASEAN II) Project**

Small and Medium-sized Enterprises (SMEs) are the backbone of most ASEAN economies. With the global digitalization trend and cross-border trade growth, new prospects arise for SMEs to tap into foreign markets. However, the lack of information, contacts, and networks often hinders their expansion. Linking up with relevant partners and understanding current policy requirements are crucial prerequisites to achieving this. The project period is 2022-2025. The project aims to improve the usage of support structures for cross-border business activities among small and medium-sized enterprises in the ASEAN region. The main implementing partner of the project is the Enterprise and Stakeholders Engagement Division (ESED), ASEAN Secretariat.

#### **“Piloting Sustainable Uses of Rice Straw” (ASEAN Rice Straw) Project**

The “ASEAN Rice Straw” project aims to carry out studies and pilot possible approaches to develop methods for collecting, processing and recycling agricultural residues in rice cultivation. These include the use of rice straw as organic fertilizer and the production of packaging material and paper from rice residues. The project will be implemented in partnership with ASEAN and the ASEAN Secretariat, together with Urmatt Ltd, a private enterprise engaged in the organic rice sector.

#### **“Transforming livelihoods and climate resilience of smallholder coffee producers through the adoption of regenerative agriculture production systems” (Coffee++) Project**

The “Coffee++” project aims to improve smallholder coffee farmers' economic and environmental resilience through regenerative agriculture farming practices. The Project integrated Development Partnership (iDPP), is a joint measure between Deutsche Gesellschaft für Internationale Zusammenarbeit (GIZ) GmbH through the global programme “Sustainability and Value Added in Agricultural Supply Chains” and one or more private companies. The project builds on this foundation and provides producers in Côte d'Ivoire, Indonesia, Philippines, and Thailand with technical and entrepreneurial knowledge to improve incomes and climate resilience. For Thailand, capacity development activities are based on new as well as proven approaches such as good agricultural practices, regenerative agriculture, farmer business school (FBS), agroforestry practices and the strengthening of farmers' organizations.

**Responsibilities:**

The incumbent will be responsible for providing professional administrative service for the project/programme and managing the administrative needs of the office independently. He/she will advise Project Director and other team members on administrative issues for compliance with GIZ process and rule and efficient/effective implementation. He/she will ensure that the commercial, organizational and administrative tasks are dealt with correctly and on schedule, in line with the specified objectives and with due regard for the legal, contractual and internal requirements and procedures. The incumbent will provide advice, on-boarding and mentoring support to other project staff, and administrative staff across the projects/programmes. This includes knowledge management, preparing and sharing documentation. He/she will engage in regular project management dialogue/updates in order to strategize and plan for swift administrative response and service delivery. This includes:

**Office Operation**

- Maintain the office operation to run smoothly, properly and safely as well as handling office administrative tasks on daily basis
- 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 and procure office equipment, office supplies and other inventories
- Record, maintain and update office assets in inventory system
- Support the projects in record management and risk & security management

**Travel and Event Management**

- Organize rooms, venues, event catering and required equipment for project events, meeting and workshops
- Handle relevant administrative and logistic tasks associated with event organisation such as invitation, participant registration, coordination with suppliers etc.
- Arrange and support project travel management including flight/hotel reservation, visa application, traveling document, relevant travel insurance, budget request/advance and expense settlement for project team and relevant project partners/stakeholders
- Advise project staff and check their travel management request and settlement document
- Ensure the security risk management information to the international guests visiting Thailand

**Accounting and 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, some with vat exemption requirement, while coordinating with partner focal point and the project staff on planning
- Coordinate closely with Finance and Admin Team at GIZ Thailand Country Office
- carries out accounting on the basis of WIN PACCS accounting software
- prepares and controls monthly project journal/financial report

#### **Others**

- Act as a backstop/deputy for the other office manager while they will also be your backstop when needed
- ensures that information is exchanged between project/programme staff, partners and other institutions
- accompanies the project/programme director/manager or other team members to meetings if necessary
- prepares and organizes internal meetings
- coordinates across units/projects on administrative matter for effective implementation of the project activities
- coordinates with and provide feedback to project team, GIZ Office Bangkok and other GIZ units for smooth cooperation and optimum processes in administrative matters
- Perform other administrative duties as assigned

#### **Qualifications:**

- Thai nationality only

#### **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, office management, or similar position
- Experience with administrative and financial procedures of German International Cooperation or GIZ (ideal) or with international organization in the field of development cooperation 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

- A high level of engagement and team spirit and willingness to learn to work with GIZ's internal financial and administrative guideline
- Effective organizational, communication and multi-tasking ability
- Excellent verbal and oral communicator with service-oriented mind
- Excellent interpersonal skills and initiative taking attitude
- Team player with ability to take challenge
- Being innovative with solutions while ensuring compliance, being adaptable to rapidly changing priorities and able to manage multiple deadlines
- Ability to work independently and in teams including both internal and external experts
- Willingness to up skill as required by the tasks to be performed
- Language: Fluent in Thai and excellent English communication skills

**Duty station and timeframe:**

The position will be based in Bangkok and will report to the Project Director of Coffee++, ASEAN SME, and ASEAN Rice Straw in GIZ Thailand.

This will be a fixed-term contract, starting **1 September 2024** and running until **31 August 2025**, with a high possibility of extension.

Please carefully read this announcement and submit 1) a CV and 2) a cover letter in English to [aroonratt.soontonbura@giz.de](mailto:aroonratt.soontonbura@giz.de)

The deadline for applications is **29 July 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

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

<https://www.youtube.com/channel/UCeyVDmQIGbPvI5Ccob91JQ>

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