

The German government's international cooperation enterprise for sustainable development, Deutsche Gesellschaft für Internationale Zusammenarbeit (GIZ) GmbH, operates world-wide 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. For the project "**Sustainable Palm Oil Production in Thailand**" we are currently looking for an Office Manager

Office Manager

Location: **Suratthani**

The Sustainable Palm Oil Production in Thailand Project will support the public and private partners in mainstreaming sustainable palm oil production in Thailand. The project aims at increasing demand and supply of sustainable palm oil in Thailand. Hence, the project focuses on development of public-private partnership, development of training of the trainer (ToT) curriculum and materials, capacity building of oil palm smallholders to achieve voluntary and international-recognized sustainability standard (i.e. Roundtable on Sustainable Palm Oil or RSPO), promotion of GHG mitigation practices in the Thai palm oil sector, and coordination among key stakeholders to further upscaling sustainable palm oil production.

To support project activities we are looking for an Office Manager with the following responsibilities:

Responsibilities and Tasks:

He / she will

- ensure that the administrative needs of the office (i.e. purchasing office supply) are met independently, with a minimum of intervention
- ensure that financial and administrative tasks are managed and complied with GIZ regulations
- assist the project team in organising administrative and logistical aspects of project activities, such as meetings, training and workshops on mainstreaming sustainable palm oil production;
- manage and monitor the monthly accounting and financial plans
- is responsible for financial management, such as cash withdrawals, keeping the cashbook, bank accounts, preparing and entering vouchers
- monitor communication and interaction between governmental institutions, NGOs and society by analysing the media, engaging in direct dialogue, and participating in meetings and seminars etc.

Qualifications:

We are looking for a candidate who possesses (the equivalent of):

- Minimum three (3) years of experience in administrative services or other related University Degree in Business Administration, Accounting or other relevant field
- Good knowledge of relevant operational and administrative policies, processes and procedures, including records management and filing
- Effective organizational, communication and multi-tasking ability

- Proficiency in English language. German language is a plus
- Excellent computer skills (Microsoft Office, Microsoft Excel, email, internet).

This will be a fixed-term contract, starting in July 2018 and running until June 2020 (with high possibility of extension).

Please submit your application and CV to chattayada.pattaragulwanit@giz.de. The deadline for applications is Friday, 15th June 2018. Only shortlisted candidates will be contacted.

GIZ Office Bangkok

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<https://www.youtube.com/channel/UCeyVDmQIGbPvII5Ccob91JQ>

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