



WE ARE HIRING!

Administrative Officer

Your tasks will include but not be limited to:

- Administrative duties related to the day-to-day management in the office and the implementation of project activities
- Organizing, Monitoring and Evaluation of events and project related activities
- Collaborating with project partners and the Finance Manager for the preparation of accounting documents for financial reporting
- Monitoring Cash management
- Working as an interpreter if required (Thai-English and vice versa as required)

Your profile and qualifications:

- At minimum a bachelor's degree in administration, accounting, finance, public policy, non-profit management, or related field and/or equivalent
- Relevant professional experience in office and/or event management
- Excellent interpersonal and communication skills
- Ability to work effectively as a team member as well as independently, with a high-level of self-motivation and ability to set and meet goals
- Fluent in both Thai and English (speaking, writing and editing). German language skills are an asset but not required.
- Experience in evaluation is considered as an additional asset.

If you are interested, please send a short cover letter and CV and your expected salary in a single PDF to Rungruangasuk@hss.de by the 17th January 2025. Separate files will not be accepted as an application.

Only shortlisted candidates will be contacted for an interview. The job starts on 1st February 2025