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 Junior Finance and Administration Officer to support the operational and financial processes of GIZ's agriculture portfolio.

Junior Finance and Administration Officer
GIZ Agriculture and Food Cluster

Agriculture plays a vital role in Thailand's economy and supports the livelihoods of a significant share of the population. The GIZ Agriculture and Food Cluster in Thailand works with partners to mitigate climate risks, strengthen farmers' resilience and promote regenerative and sustainable agriculture.

The GIZ Agriculture and Food Cluster implements projects that advance regenerative agriculture, sustainable development, and climate change mitigation and adaptation. Working closely with national and international partners from the public and private sectors, the Junior Finance and Administration Officer will support the financial, administrative and operational delivery of project activities, including field-level implementation. The position is based in Bangkok and requires regular travel within Thailand. You will work as part of a dedicated international team.

Tasks and responsibilities:

The Junior Finance and Administration Officer will carry out the following responsibilities:

- Support the day-to-day administrative, financial and operational activities of GIZ agriculture projects
- Assist with project financial monitoring, including the review and analysis of financial data and expenditures
- Monitor cash requirements, support payment processing and settlement, and help ensure compliance in field-level project activities
- Provide administrative and logistical support for field activities, farmer trainings, workshops and meetings, as required
- Support public-sector partners in applying relevant compliance requirements, preparing financial reports and maintaining financial data
- Support maintaining complete, accurate and well-organized project records and data
- Coordinate meetings, appointments and communications with project stakeholders
- Support logistical arrangements, procurement processes and other administrative tasks as assigned

Qualifications:

- Thai nationality
- Bachelor's degree, or ongoing university studies, in a relevant field such as business administration, economics, finance, law or a related discipline
- Excellent communication and interpersonal skills
- Fluency in spoken and written Thai and English is required
- Excellent command of Microsoft Office; experience with SAP is an advantage

Personal attributes and competencies:

- Self-motivated, flexible and resourceful
- Strong organizational and conceptual skills
- Hands-on, solution-oriented approach and a high level of attention to detail
- Ability to work both independently and collaboratively as part of a team
- Willingness and ability to travel within Thailand
- Ability to work under time pressure, meet deadlines and consistently deliver high-quality work
- Interest in working in a cross-cultural environment and contributing to climate change mitigation, adaptation and sustainable agricultural value chains

Applicants must have the unrestricted right to work in Thailand.

Duty station and timeframe:

The position is based in Bangkok. It is offered as a one-year fixed-term contract, starting as soon as possible, with the 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.

The **deadline for applications is 16 Sep 2026**. Only shortlisted candidates will be contacted.

GIZ Thailand is an equal opportunity employer and actively promotes gender diversity throughout the organization and its operations.

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

https://www.youtube.com/channel/UCeyVDmQlGbPvlI5Ccob91JQ

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