

**Liaison Assistant**  
(Administrative Assistant – 2A)

**Main Role:**

The incumbent, as the Liaison Assistant of GIZ Office Manila, ensures and maintains an efficient set-up of professional, and smooth coordination with various government agencies in administration support of visa matters, customs clearance of goods, vehicle registration, and maintenance of GIZ Office Manila (GOM) fixtures and equipment, contributing to the clients' satisfaction with GOM services.

**Reporting Relationship:**

The Liaison Assistant reports directly to the Head of Finance and Administration and holds office in GIZ Office Manila.

In carrying out his/her role, as Liaison Assistant he/she performs the following functions/duties:

**Main Duties and Responsibilities:**

VISA Processing for GIZ Foreign Nationals, Partners/Spouses, and Dependents, and for Other Guests

- Serves as liaison between GIZ and the various offices/agencies involved in visa processing. These agencies are:
  - Department of Justice (DOJ) and the Bureau of Immigration (BI)
  - Department of Foreign Affairs (DFA)
  - German Embassy
  - EU Delegation
  - Philippine National Volunteer Service Coordinating Agency for development workers with local partners (PNVSCA)
  - GIZ Visa Processing Office in Germany (if processing is done in HO).
- Processes VISA related documents and DFA ID card on time, with the appropriate agencies.
- Corresponds with the contact persons of the various agencies and drafts for GIZ authority, official communication with officers of agencies in coordination with the Head of Finance and Administration.
- Monitors VISA expiration dates and advises concerned foreign nationals on this.

Organizing Customs Clearance of GIZPH Imported Goods and Foreign Nationals' Personal Effects

- Serves as liaison between GIZ and the various offices/agencies involved in customs clearing of imported goods (project shipment and personal effects of foreign nationals). These agencies are:
  - Department of Foreign Affairs (DFA)
  - Department of Finance (DOF)
  - German Embassy
  - GIZ HO Logistics Department.
- Checks for accuracy and completion, together with the Procurement Officer, the advanced copy of the shipping documents sent by HO Logistics Department, coordinates corrections/ confirms the veracity of the documents, and advises the HO Logistics Department to send the final and approved documents to GIZ Office Manila.
- Processes specific documents with the following agencies, upon receipt of the final and approved documents from HO:

Agency	Document/s Issued
German Embassy Manila	Note Verbale and Certificate of Guaranty for tax free entry

DFA	Indorsement for tax-free entry of goods
DOF	Approval of tax exemption

- Coordinates with the customs broker for the processing of customs clearing, instructs broker on delivery details and tracks the arrival of goods.
- Advises the project or the foreign national on the dates of arrival, delays, and other concerns, on-time especially when decisions need to be made within a deadline.

Organizing Blue-Plate Registration of Vehicles

- Serves as liaison between GIZ and the various offices/agencies involved in obtaining blue-plate registration for vehicles of GIZ Office and Projects, and vehicles of foreign nationals. These agencies are:
  - Department of Foreign Affairs (DFA)
  - Land Transportation Office (LTO)
  - German Embassy
- Processes specific documents with the following agencies:

Agency	Documents and Materials Issued
German Embassy Manila	Note Verbale requesting for initial registration and assignment of blue plate
DFA	First Indorsement with supporting documents
LTO	Blue-Plate

- Turns over relevant documents to vehicle assignee/owner.
- Monitors renewal dates of the motor vehicles and provides timely advice to assignees/owners.

Dealing with Various Concerns Related to Vehicles

- Maintains inventory of GIZ office vehicles, their location and roadworthiness.
- Keeps track of registration of vehicles, whether blue-plate or regular plate, of GIZ Office and reminds assignee/owners of renewal dates.
- Coordinates the donation process or selling of vehicles of GIZ office, projects, and foreign nationals, ensuring that documentation requirements are complete especially in relation to tax concerns.
- Applies for and renews vehicle insurance with HO, for all vehicles of GIZ office, projects, and foreign nationals.
- Processes vehicle-related insurance claims with HO.
- Advises and provides service for seconded expert's drivers' licenses, car insurances, and other concerns related to their setting up residence in the country, as part of their contractual employment with GIZ.

Building Facilities Management – Makati Locations

- Serves as focal person for GIZ with the building property management of Bank of Makati Building and Herrera Building.
- Ensures problems with building facilities are resolved and reported to the management.
- Coordinates with service providers related to office facilities under the responsibility of GIZ, oversees their work, and ensures problems are resolved.
- Resolves parking area concerns in GIZ Makati building locations - coordinates needs for parking slots with procurement, ensures compliance of parking area users to building rules, and assigns temporary parking for GIZ guests.
- Facilitates building entrance of guests to GOM by coordinating with building management.
- Acts as custodian of the GOM office keys - tracks assignment of keys and monitors the lending of spare keys to authorized GOM staff.

#### Supporting GIZ Office Manila Processes

- Applies for VAT exemption on local procurement for GIZ Office and projects.
- Oversees maintenance of office furniture and equipment, regularly checking they are in working condition and organizes disposal of GIZ office assets, either through bidding them out or other appropriate methods.
- Serves as focal person for file external archives (ex. Herrera Tower) and the shipment of files to Germany.
- Acts as a focal person during a building evacuation in the absence of the Security Risk Management Officer, ensuring that premises are evacuated and secured.
- Providing other logistical support for GIZ Office Manila concerns.

General Corporate Task - Performs work of other administrative staff and/or other tasks relevant to the job or organization unit when the need arises and participates in task teams and other corporate entrepreneurial or strategy-linked endeavors.

#### **Competency Requirements:**

- Expertise in visa processing, customs clearance, and general office administration
- Working knowledge of MS-Office software, e.g. MSTeams, Microsoft 365
- Good communication skills in English language both written and oral
- Able to interact with all levels of personnel and with people of different nationalities
- Has high attention to details, efficient in organizing service processes, and economical in utilizing resources
- High in integrity and assertiveness in executing rules and regulations
- Has high energy for fieldwork

#### **Professional Qualifications:**

- Formal professional diploma in relevant field: office administration or business management
- At least 3 years of experience in visa processing, and logistics and office administration work