

Global Alliance for Improved Nutrition

Job Title:	Paralegal assistant 100%
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Classification:	E1	Direct Reports:	0
Work Location	Geneva	Travel Required:	n/a

The Global Alliance for Improved Nutrition (GAIN) was launched at the UN in 2002 to tackle the human suffering caused by malnutrition. GAIN is a global, Swiss-based foundation that mobilises public-private partnerships and provides financial and technical support to deliver nutritious foods to those people most at risk of malnutrition. Our programs in Africa and Asia enable better diets via nutritional products, such as fortified staples foods, including cooking oil and flour, and condiments like salt and soy sauce. We also support improved maternal and infant health by promoting breastfeeding and specialised products for infants over six months and young children. In addition, we partner with local businesses to improve the quality of food along agricultural value chains. By building alliances that deliver impact at scale, we believe malnutrition can be eliminated within our lifetimes.

Description
<p>Overall Purpose:</p> <ul style="list-style-type: none"> • Provide administrative and paralegal support to GAIN’s Senior Legal Associate
<p>Tasks and Responsibilities:</p> <ul style="list-style-type: none"> • Provide support to the Senior Legal Associate in preparing, finalizing and proof-reading any legal documents and memos to senior management and board members • Ensure that all contractual documents are approved as per GAIN’s internal procedure and circulate them for signature • Maintain and manage the filing system (paper files and electronic) for the legal services. Responsible to regular archiving of legal files • Process anti-terrorism screenings on GAIN’s partners as requested by GAIN staff members • Active administrative and paralegal support in the context of ensuring that GAIN complies with local legislation where GAIN has registered foreign legal entities. Take minutes of monthly calls with country teams and ensure that the compliance page for each country is up to date. • Liaise with the notary/chancellery and relevant UN missions to request notarization/legalization of documents for official purposes • Provide basic support to GAIN staff members with the E-contracting management system (upload documents, delete contract folders, amend properties, provide advise on how to create a contract in the system) • Set up legal inductions with new joiners and support the Senior Legal Associate with updating induction documentation • Deal with invoice approvals and liaise with the finance team for payment • Manage the correspondence of the Senior Legal Associate: Tyle letters, screen emails, respond to administrative request • Provide any other support as requested by the Senior Legal Associate

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Key Organizational Relationships

- Report to the Senior Legal Associate
- Regular and ongoing contact with corporate functions including finance, HR and program teams
- Work closely with the Senior Legal Associate and program staff in order to ensure the functioning of legal processes
- Liaise with external lawyers when required

Job Requirements

Competences (Skills and Attributes)

- Strong analytical and organizational skills
- Dynamic and pragmatic young professional with a strong service-oriented approach.
- Operate with a high degree of accuracy with strong attention to detail
- Excellent English and French spoken and written skills

Experience:

- 1 year experience as an administrative assistant or paralegal assistant to support a legal department will be valued
- Experience managing legal documents

Education:

- Bachelor degree