

Global Alliance for Improved Nutrition

Job title:	Senior Program Assistant
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Classification:	Grade 2	Direct reports:	0
Work location	Maputo, Mozambique	Travel required:	30%

The Global Alliance for Improved Nutrition (GAIN) is a Swiss-based foundation launched at the UN in 2002 to tackle the human suffering caused by malnutrition. Working with both governments and businesses, we aim to transform food systems so that they deliver more nutritious food for all people. In particular, we aim to make healthier food choices more desirable, more available, and more affordable. GAIN's mission is to advance nutrition outcomes by improving consumption of nutritious and safe food for all people, especially the most vulnerable to malnutrition.

DESCRIPTION
<p>Overall purpose</p> <p>The Senior Programme Assistant works with and provides support to the members of the Programme Team in the development and implementation of the programme. They will provide effective support and assistance to the team to ensure smooth programme implementation in line with GAINs rules and regulations. Reporting to the Head of the Program(HoP), the Senior Program Assistant will provide operational and administrative assistance to the HoP and Program staff, perform a variety of administrative, coordination and logistical services in support of the operations of the Program, and assists with information management the team.</p>
<p>Tasks and responsibilities</p> <p>Administrative and Operational Support</p> <ul style="list-style-type: none"> • Coordinate logistics for meetings, events, and calls; including, but not limited to transportation, preparing presentations, drafting meeting documents. Attend and record meeting discussion and action items as needed. • Maintain and organize up-to-date hard and electronic files and ensure safekeeping of confidential materials. • Develop and maintains an efficient filing system for the team, including assistance in processing calls for proposals as required. • Develop and maintains a tracking system of responses to proposals.

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- Maintain and organize files of correspondence/documents and electronically received information and ensure up-to-date filing.
- Under the supervision of the HoP, prepare presentation material/slides in Power-point for presentations for the meetings/workshops and keep all papers ready for meetings.
- Prioritizes work according to departmental needs; determines workflow problems and develops solutions.

Workshops and Events

- Liaise with members of other host organizations to coordinate logistical arrangements for workshops that take place in different provinces or countries.
- Update and track appointments.
- Liaise with Finance and other outside agencies regarding venue, travel, hotels, and with Catering Services staff for provision, room organization and logistics.
- Coordinate and disseminate all internal and external material, including publicity and background documents for local GAIN events and coordinate appropriate mailings or distribution.
- Prepare training kits or information packages and sends material to participants in a timely manner.
- Coordinate registration process and act as contact person for the participants.

Programme Management Support

- Provide programme and administrative support to the programme team in the preparation of various programme documents, such as work plans, budgets, reports, and proposals on programme implementation arrangements.
- Identify sources and gather and compile data and information for the preparation of documents, guidelines, and other material as required.
- Assist the programme team in reviewing and preparing documentation on the procurement of goods and services, and support contract tracking.
- Support the team in providing guidance to the country and project offices on routine implementation of the project, tracking use of financial resources.

Travel Management

- Arrange domestic and international travel and accommodation for the programme team and project staff. Prepare itineraries and briefings for travel including pre- and post-travel documentation (visas, travel authorization, travel claim, expense reports, compensatory time off).
- Maintain and regularly updates travel plans and budget amounts to provide an accurate overview of the Program's travel budget.
- Provide updated reports to the team and the HoP.
- Advise the HoP of projected overruns.
- Communicate with travel agency to obtain estimated fares.
- Responsible for formatting, distribution and filing of trip reports.

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- Reconcile airline charges and provides respective travel agency invoices.
- Reconcile travel expenditures for all team members and submits them for authorization and payment.

Financial Management Support

- Create requisitions in the system for receipt of goods and services, including making budget check for requisitions, Purchase Orders, and vouchers.
- Support the programme team in the financial management of the project.
- Organize, compile and process information from the donor as well as from the programme team. and keep track of the information through databases.
- Support the programme team in the tracking of and reporting on mobilized resources.

Key organisational relationships

- Reports to the Head of Programs
- Supports Project Managers as required in coordination with Country Director

JOB REQUIREMENTS

Competencies

- Highly organised with keen attention to detail.
- Proven ability to use initiative, prioritize, multi-task, and work well under pressure.
- Professional communication skills in multicultural, multi-lingual environments, written and verbal.
- Goal oriented, willing to occasionally work outside of normal working hours if specifically requested.
- IT literate with excellent MS Office skills including Excel and PowerPoint.
- Flexible and willing to take on new responsibilities and provide support to all GAIN staff as needed.
- Proactive and solution oriented.
- Values teambuilding and developing positive office environment.
- Knowledge and understanding of basic financial principles.
- Collaborates widely across teams and shares information and knowledge on a timely basis.
- Flexible and helpful attitude, willing to troubleshoot and solve problems as they arise.
- Anticipates project lead's needs and provides necessary information as needed.
- Helps team members work through logistical and programmatic needs.
- Competent with MS Excel, PowerPoint, SharePoint, MS Word, MS Publisher, teleconferencing and videoconferencing services.

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Experience

- Prior experience working in a similar or related role within a nonprofit setting.
- Demonstrate experience with program/project coordination, management, and/or evaluation.
- Experience in working in a computer environment using multiple office software packages.

Education

- High School diploma or equivalent plus additional specialized training in administration, office management, business or related field from an accredited college.
- University degree (or equivalent) in Business or Public Administration or related field is an asset.

Other requirements

- Ability to travel on occasion
- Fluency in Portuguese & English
- Strong oral and written communication skills

WHAT GAIN OFFERS

- Flexible working hours
- Friendly working environment
- Professional development opportunities