

## Global Alliance for Improved Nutrition

<b>Job title:</b>	Programme Assistant, Programme Services Team (Procurement & Project Support)
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<b>Classification:</b>	Grade 2	<b>Direct reports:</b>	0
<b>Work location</b>	New Delhi, India	<b>Travel required:</b>	Up to 5%

The Global Alliance for Improved Nutrition (GAIN) is a Swiss-based foundation launched at the United Nations in 2002 to tackle the human suffering caused by malnutrition. Due to COVID19, conflict in Ukraine and climate change, malnutrition and hunger have worsened significantly since 2019, reversing a decade of progress. There is growing recognition that our food systems need to change if we are to reverse these trends.

GAIN's Strategy aims to transform food systems to make healthier diets from sustainable food systems accessible to all people and especially those whose are most vulnerable to shocks. By 2027, we aim to improve the access of 1.5 billion people to nutritionally enhanced staple foods, improve the access of 25 million people to healthier diets, and support positive food system change in 10 countries. This is bold and complex, and the only way to achieve this is to work together with partners including governments, businesses, and civil society at the country and global level. These goals, and the ways of achieving them, build on our twenty-year legacy of transforming people's lives with improved nutrition through concerted action and effective policy change.

The Programme Services Team is the organisational home for approximately 40 of GAIN's technical and programme management specialists. We are organised thematically, coordinating each of GAIN's main programmes. We are based in different locations around the world.

DESCRIPTION
<p><b>Overall purpose</b></p> <p>The Programme Assistant will support the global Programme Services Team and Programmes Services Director with day-to-day coordination and administrative tasks related to procurement and Project Management processes.</p> <p>This role supports a large number of colleagues and acts as a first point of contact for many external stakeholders. Therefore, the Administrator will need to demonstrate a high level of communication and interpersonal skills. Managing multiple priorities is an essential part of the role.</p> <p>This is a full-time position based in our GAIN India office in New Delhi.</p>
<p><b>Tasks and responsibilities</b></p> <p><u>Procurement Support</u></p> <ul style="list-style-type: none"> <li>• Support PST members in ensuring that consultancy contracts, grant agreements, amendments and other legal documents are being drafted, approved and signed in a timely manner while liaising with the Finance and Legal teams.</li> <li>• Support PST members in ensuring compliance with GAIN Procurement Policy at all the different stages of the process e.g., RFP, Selection, raising Purchase Orders, Contracting and Payments.</li> <li>• Act as the 'super user' of Procurement processes and IT systems for the PST – requires thorough understanding of the policies, processes and systems.</li> <li>• Maintain payment log records and process a high volume of invoices in line with the GAIN procurement procedures: this also includes liaison with the Geneva accounts payable team.</li> </ul>

## Global Alliance for Improved Nutrition

- Help with processing and gathering information required for financial planning and auditors' requests (including forecasting and budgets)

### Project Support / PRISM

- Update the PST intranet (SharePoint) as directed by PST members to reflect the latest team structure and programme / project summaries
- Assist PST members in updating project profiles on our project information system (PRISM)
- Assist PST Director in preparing relevant reports on project performance and status for SMT and board meetings

### HR & Recruitment Administrative Support for PST

- Assist with various recruitment related activities e.g., editing Job Descriptions (JDs), scheduling interviews, preparing induction schedules as well as inducting new PST starters on organisational processes.

### **Key organisational relationships**

- Reports to the Senior Advisor, Commercial Solutions
- Liaise with the PST team as well as Programme Leads/Project Managers in other country or representative offices and with the Head of Operations where this role individual is based (India).

## **JOB REQUIREMENTS**

### **Competencies**

- Strong ability to use initiative, prioritize, multi-task, work well under pressure to meet deadlines.
- Fast learner, with the ability to quickly adapt to systems and processes.
- Team player, flexible (including ability to accommodate time zones), goal-oriented, a real "can do" attitude
- Strong ability to work autonomously without close supervision and collaboratively in multi-cultural, cross functional team environment
- Excellent communications skills (both oral and written)
- Demonstrable interpersonal and organizational skills
- Proactive with strong judgement and a commitment to quality and accuracy with close attention to detail
- Computer literacy with excellent command of Excel, MS word, Outlook, and Power Point skills
- Ability to operate and effectively liaise with a range of partners

### **Experience**

- Demonstrable experience in a administrative or project management support role supporting multiple members of a geographically dispersed team (essential)
- Proven experience of supporting budget administration, procurement and contracting processes preferably within a finance administration support role (essential)
- Previous experience in working in a fast-paced environment, whether in the private or not for profit sector
- Experience working with internal and external stakeholders at all levels
- Knowledge of SharePoint and Salesforce, a plus
- Exposure to finance systems (Navision) and contract management systems, a plus

## Global Alliance for Improved Nutrition

### Education

- Relevant diploma or certification in a relevant subject or suitable work experience

### Other requirements

- Candidates must have the existing right to work and live in the region of application with the appropriate documentation to be considered for this position
- An excellent command of English (verbal and written) A second language (ideally, French, Portuguese, Hindi and/or Bengali) a plus

### WHAT GAIN OFFERS

- A competitive remuneration package
- Flexible working hours through hybrid working opportunities
- Friendly working environment
- Professional development opportunities
- The chance to make a lasting contribution to reducing global malnutrition