

Global Alliance for Improved Nutrition

Job title:	Programme Associate
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Classification:	Grade 3	Direct reports:	0
Work location	Nairobi	Travel required:	Up to 30% in country

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.

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DESCRIPTION
<p>Overall purpose</p> <p>The Programme Associate will provide high level support and operational guidance to the GAIN Kenya country programme team, actively contributing to the smooth running of the project operations and facilitating effective communication between programme, operations and management teams in the Kenya office.</p> <p>The Programme Associate will provide effective and efficient support to the Country Director (CD) to ensure smooth operational delivery. This includes senior level administrative, logistical and information management assistance for the CD.</p>
<p>Tasks and responsibilities</p> <p><u>Project operations</u></p> <ul style="list-style-type: none"> • Identification and implementation of an effective coordination process for the organisation of project-related information in Kenya • In close consultation with project teams, responsible for ensuring project data is recorded in a timely and accurate manner, compliant with GAIN standards. • Consolidate and maintain up-to-date records of all the businesses supported by the different projects in GAIN Kenya • Follow up with the operations teams and other senior staff to ensure project approvals and payments are made on time. • Advice and guidance focal point for all project related queries relating to administration, logistics and finance from implementing partners, service providers and Government officials. • Delivery of specific, project-related components as directed by the relevant Project Manager and / or Head of Programmes, as and when required. • Conducting project related field visits as and when required • Contribute to the production and dissemination of communications collateral such as stories/case studies for use by internal and external communications. • Responsible for receiving and responding to requests from other GAIN departments in relation to GAIN Kenya programme.

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Agenda Management and meeting coordination:

- Manage, coordinate, and maintain calendars of the CD including appointments, meetings and travel.
- Responsible for organising internal and external meetings on behalf of the CD ensuring all necessary requirements are made e.g., meeting venue, equipment, presentations, prepare agendas.
- Responsible for organising CD domestic and international travel and logistics including flights, visa requirements, hotel accommodation, car rental, meeting schedules while travelling and completing expenses.
- Monitor and initiate responses on urgent matters to incoming communications to the CD office including phone calls, emails and walk ins, ensuring correct department distribution.
- Secretarial support for meetings by the CD including drafting and circulating meeting agendas, preparing key documentation and minutes, communicating meeting reminders, confirming venues and arranging refreshments. Writing and distributing comprehensive minutes and action points to all members post meeting.
- Communicating important updates and information to the Kenya office as required by the CD.
- Manage CD social media pages, in coordination with the comms team.
- Responsible for managing the CD's daily schedule in line with their daily requirements.
- Engage in projects/initiatives that are a top priority to the CD.
- Any other duties on an ad hoc basis as requested by the CD.

Contract related tasks:

- Responsible for the procurement of service contractors in close collaboration with project managers; including the drafting of RFPs and assessment of incoming proposals.
- Responsible for the preparation and formatting of standard contracts and related documents (amendments and extensions), in strict compliance with the standard contracting process.
- Provide high level support and guidance to project staff in the preparation of bespoke, complex contracts.

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Key organisational relationships

- Reports to the Country Director, Kenya.
- Works closely with the Key senior staff in the Kenya office.
- Works closely with GAIN Kenya Project Managers and staff, as well as other teams supporting GAIN Kenya operations.
- Regular close liaison with service providers and government, as well as implementing partners.

JOB REQUIREMENTS

Competencies

- Strong project operations management, administrative, networking and communication skills.
- Highly motivated with the ability to work independently and able to deliver high quality work and achieve milestones within tight deadlines.
- Flexible and well organized, quick to learn.
- Good team player, able to work effectively as part of a multicultural, distributed team.
- Strong written and verbal communication and presentation skills, including a proven ability to communicate diverse and disparate information and messaging in simple and concise formats. Excellent knowledge in Microsoft Word, Excel and PowerPoint skills with proven experience.

Experience

- Previous work experience in programme operations support role.
- A background in project management or involvement in projects
- Experience with an international development organization
- Demonstrated experience working with various senior level managers in a support role.
- Experience with nutrition, food systems, public-private sector partnerships is an added advantage.

Education

- Bachelor's degree in business administration, international relations, communication or other related field or equivalent work experience

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Other requirements

- Business English, written and verbal is essential.
- Willingness and ability to travel within the country

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