

## Global Alliance for Improved Nutrition

<b>Job title:</b>	Junior Associate, Administration
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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.

Our programs in Africa and Asia enable better diets via nutritional products, such as fortified staple 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><b>Overall purpose</b></p> <p>The Junior Associate will support the Programme Team with day-to-day tasks related to organizing online and in-person events, work-related travel, and office management.</p> <p>This role supports a large number of colleagues and consultants 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.</p> <p>This position is expected to be both responsive and proactive to operational requirements with an ability to plan the work of programme support. The role will report to the Head of Operations/ Manager – Finance and Admin and provide essential support to the staff and consultants in maintaining good relationships with external stakeholders.</p>
<p><b>Tasks and responsibilities</b></p> <p><u>Supporting events</u></p> <ul style="list-style-type: none"> <li>• Providing coordination and logistical administrative support to programme teams for organization of in-person conferences, serving as the first point of contact, for example: <ul style="list-style-type: none"> <li>○ Issuing invitations</li> <li>○ Selection and booking of venues</li> <li>○ Visas and flights for external and GAIN attendees</li> <li>○ Taxi Booking for attendees.</li> </ul> </li> </ul>

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- Related procurement processes e.g., raising purchase orders, contracts
- Providing coordination and administrative support to colleagues and consultants for organizing online events / webinars including diary invitations, setting up the right technology, preparing and disseminating materials, contacting speakers / panelists, arranging for payments wherever necessary. Support related procurement tasks such as raising Purchase Orders (POs)
- Vendor Management

### Travel and logistics support

- Providing travel support to programme teams for complex itineraries including assistance with visa processing
- Ensuring strict compliance with GAIN safeguarding and security provisions for all travelers
- Manage travel for colleagues and consultants
- Support closure of pre, during, and post travel paperwork

### Contracting services/CLM Related Services

- Support project teams in legal paperwork for contracting in consultation with global legal team. The tasks include but not limited to:
  - Preparing Purchase Orders for procuring goods and services
  - Creating CLM records
  - Compliance search of vendors
  - Creating relevant contract templates and liaison with contracting party, HQ Legal team and approving authorities to ensure the contract is prepared, approved and signed as per GAIN's policies.
- Support contract amendments and contract terminations

### Administrative services

- Primary checking of travel vouchers and event bills for arithmetical accuracy before sending it to finance team for payments
- Support finance team in preparation of vouchers
- Cash management and payment of petty cash
- Supervising office supplies, for example pantry supplies, toilet supplies, stationery, and cartridge

### **Key Organizational relationships**

- Reports to the Head of Operations/ Manager- Finance & Admin, India
- Collaborates with GAIN India country team
- Liaise with GAIN's official travel agent/ vendors/ consultants
- Liaise with GAIN's global legal team

## **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.
- Excellent communications skills (both oral and written)
- Strong ability to work autonomously with limited supervision and collaboratively in a multi-cultural, cross functional team environment.
- Demonstrable interpersonal and organizational skills.
- Sound judgment; high level of professionalism and integrity

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### Experience

- Demonstrable experience in an administrative role supporting multiple members of a geographically dispersed team (essential)
- Proven experience of organizing online and in-person events and associated logistics including visas, venues / hotels and flights etc.
- 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
- Experience supporting with general finance administration tasks such as processing purchase orders, invoices, requisitions etc.
- Previous administrative experience in the use of contract management systems or other electronic tools is desirable

### 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).

### 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